NAVMC 3500.35

From: Commandant of the Marine Corps
To: Distribution List

Subj: FOOD SERVICE TRAINING AND READINESS MANUAL, (SHORT TITLE: FOOD
       SERVICE T&R MANUAL)

Ref: (a) MCO P3500.72A
       (b) MCO 1553.3A
       (c) MCO 3400.3F
       (d) MCO 3500.27B W/Erratum
       (e) MCRP 3-0A
       (f) MCRP 3-0B
       (g) MCO 1553.2A

1. Purpose. Per reference (a), this T&R Manual establishes Core Capability
Mission Essential Tasks (MET) for readiness reporting and required events for
standardization training of Marines and Navy personnel assigned to the Marine
Corps. Additionally, it provides tasking for formal schools preparing
personnel for service in Marine Corps commands. This NAVMC supersedes NAVMC
Directive 3500.91, 3 Oct 2006.

2. Scope

    a. The Core Capability Mission Essential Task List (METL) in this manual
is used in Defense Readiness Reporting System (DRRS) by all units for the
assessment and reporting of unit readiness. Units achieve training readiness
for reporting in DRRS by gaining and sustaining proficiency in the training
events in this manual at both collective (unit) and individual levels.

    b. Per reference (b), commanders will conduct an internal assessment of
the unit's ability to execute each MET, and develop long-, mid-, and short-
range training plans to sustain proficiency in each MET. Training plans will
incorporate these events to standardize training and provide objective
assessment of progress toward attaining combat readiness. Commanders will
keep records at the unit and individual levels to record training
achievements, identify training gaps, and document objective assessments of
readiness associated with training Marines. Commanders will use reference
(c) to incorporate nuclear, biological, and chemical defense training into
training plans and reference (d) to integrate operational risk management.
References (e) and (f) provide amplifying information for effective planning
and management of training within the unit.

    c. Formal school and training detachment commanders will use references
(a) and (g) to ensure programs of instruction meet skill training
requirements established in this manual, and provide career-progression

training in the events designated for initial training in the formal school environment.

3. <u>Information</u>. Commanding General, Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. <u>Command</u>. This Directive is applicable to the Marine Corps Total Force.

5. <u>Certification</u>. Reviewed and approved this date.

J. B. LASTER
By direction

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OVERVIEW

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject Matter Experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

> - Train as you fight
> - Make commanders responsible for training
> - Use standards-based training
> - Use performance-oriented training
> - Use mission-oriented training
> - Train the MAGTF to fight as a combined arms team
> - Train to sustain proficiency
> - Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or

before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.). T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. The Food Service T&R Manual is a community-based manual comprised of 4 chapters. Chapter 2 lists the Core Capability METs and the related E-Coded events that support them. Chapter 3 contains collective events. Chapters 4 through 6 contain individual events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits are referred to as a "community" and represent the unit type or occupation (FDSV, 3302, 3372 and 3381). The second four digits represent the functional or duty area (ADMN, CTQA, EQMT, EXPD, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

Individual Formal School Training Entry-Level (Core Skills)	**Individual Training & Career Progression MOJT, Career-level or Advanced-level School (Core Plus Skills)**	**Collective Training** **Food Service Operations**	**Collective Training** **NOT USED**
1000-Level	2000-Level	3000-Level	4000-Level
Collective Training **NOT USED**	**Collective Training** **NOT USED**	**Collective Training** **NOT USED**	**Collective Training** **NOT USED**
5000-Level	6000-Level	7000-Level	8000-Level

Figure 1: T&R Event Levels

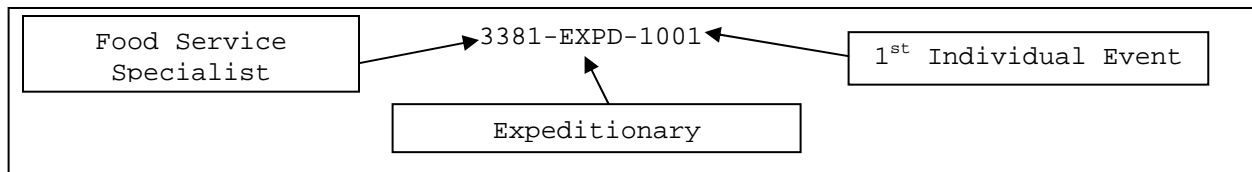| Food Service Specialist	3381-EXPD-1001	1st Individual Event
	Expeditionary	

Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

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MET 1:  75% complete  (3 of 4 E-Coded events trained)
MET 2:  100% complete (6 of 6 E-Coded events trained)
MET 3:  25% complete  (1 of 4 E-Coded events trained)
MET 4:  50% complete  (2 of 4 E-Coded events trained)
MET 5:  75% complete  (3 of 4 E-Coded events trained)
```

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: 75 + 100 + 25 + 50 + 75 = 325

Unit CRP: 325 (total MET CRP)/ 5 (total number of METS) = 65%

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R manual.

   a. <u>Event Code</u> (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

   b. <u>Event Title</u>. The event title is the name of the event.

   c. <u>E-Coded</u>. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

   d. <u>Supported MET(s)</u>. List all METs that are supported by the training event.

   e. <u>Sustainment Interval</u>. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

   f. <u>Billet</u>. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

   g. <u>Grade</u>. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

   h. <u>Initial Training Setting</u>. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance

learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" – When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" – Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" – Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

n. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

1010. CBRNE TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, nuclear, and explosive incident defense (CBRNE), in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRNE attacks. Basic operating standards are those that the

individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

2. In order to develop and maintain the ability to operate in an CBRNE environment, CBRNE training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRNE conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the

identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METLs.

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

FOOD SERVICE T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. SERVICE LEVEL MISSION ESSENTIAL TASKS MATRIX. The Food Service T&R
Manual Mission Essential Task List (METL) includes the designated MET number,
title, and the evaluation-coded (E-Coded) events that support the MET.

MET#/MISSION ESSENTIAL TASK

MET 1. Perform Expeditionary Food Service Operations	
FDSV-EXPD-3302	Load Tray Ration Heater System in QuadCon for embarkation
FDSV-EXPD-3303	Install Tray Ration Heater System (TRHS) in a tactical vehicle
FDSV-EXPD-3305	Operate a Tray Ration Heating System in a vehicle
FDSV-EXPD-3306	Feed personnel with TRHS at multiple locations
FDSV-EXPD-3309	Perform trouble shooting test sequence of the TRHS power converter
FDSV-EXPD-3311	Prepare FFSS for embarkation
FDSV-EXPD-3312	Implement start up procedures for field food service system (FFSS)
FDSV-EXPD-3313	Erect General Purpose Medium Tent (GP)
FDSV-EXPD-3314	Erect Modular Command Post System Tent (CP)
FDSV-EXPD-3318	Supervise the set-up of a field mess
FDSV-EXPD-3319	Deploy the FFSS to provide food service support for expeditionary feeding
FDSV-SUBS-3603	Establish procurement requirements for distribution of subsistence
MET 2. Perform Garrison Food Service Operations	
FDSV-CTQA-3102	Conduct inspection of food service facilities
FDSV-EQMT-3201	Maintain minor property
FDSV-GARR-3501	Conduct food service sanitation training
MET 3. Direct Food Service Program	
FDSV-ADMN-3001	Manage Food Service Personnel Structure

FOOD SERVICE T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

FOOD SERVICE T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter contains all collective events for the Food Service community. A collective event is an event that an established unit would perform in combat. These events are linked to a Service-Level Mission Essential Task (MET). This linkage tailor's collective and individual training for the selected MET. Each collective event is composed of component events that provide the major actions required. This may be likely actions, list of functions, or procedures. Accomplishment and proficiency level required of component events are determined by the event standard.

3001. EVENT CODING. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the community or occupational field, "FDSV". The second four digits represent the functional or duty area (e.g. Administrative Functions (ADMN), Equipment (EQMT), etc.). The last four digits represent the level, and identifier number of the event. The Food Service collective events are only in the 3000 level. Every event has a unique identifier number from 001 to 999.

3002. INDEX OF COLLECTIVE EVENTS BY LEVELS

Event Code	E-Code	Event	Page
		3000 LEVEL	
FDSV-ADMN-3001	X	Manage Food Service Personnel Structure	3-4
FDSV-ADMN-3002		Maintain Long-Range Mess Hall Equipment Replacement Record	3-4
FDSV-CTQA-3101		Monitor quality control program for food service operation	3-4
FDSV-CTQA-3102	X	Conduct inspection of food service facilities	3-5
FDSV-EQMT-3201	X	Maintain minor property	3-6
FDSV-EXPD-3301		Inventory insulated food and beverage transporters	3-6
FDSV-EXPD-3302	X	Load Tray Ration Heater System in QuadCon for Embarkation	3-7
FDSV-EXPD-3303	X	Install Tray Ration Heater System (TRHS) in a Tactical Vehicle	3-7
FDSV-EXPD-3304		Establish Force Protection Procedures	3-8
FDSV-EXPD-3305	x	Operate a tray ration heating system in a vehicle	3-8
FDSV-EXPD-3306	X	Feed personnel with TRHS at multiple locations	3-9
FDSV-EXPD-3307		Perform Trouble Shooting Test Sequence of the TRHS Burner	3-10
FDSV-EXPD-3308		Perform Trouble Shooting Test Sequence of the TRHS Tank	3-10
FDSV-EXPD-3309	x	Perform Trouble Shooting Test Sequence of the TRHS Power Converter	3-11
FDSV-EXPD-3310		Maintain Insulated Food and Beverage Transporters	3-11
FDSV-EXPD-3311	X	Prepare FFSS for embarkation	3-12
FDSV-EXPD-3312	x	Implement Start-Up procedures for FFSS and set up	3-13
FDSV-EXPD-3313	X	Erect General Purpose Medium Tent (GP)	3-13
FDSV-EXPD-3314	X	Erect Modular Command Post System Tent (CP)	3-14
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FDSV-EXPD-3316		Maintain Refrigerated Storage Container	3-15
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3003. COLLECTIVE EVENTS

FDSV-ADMN-3001: Manage food service personnel structure

SUPPORTED MET(S): 3

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service office environment, given information regarding personnel requirements within the Marine Corps for OccField 33XX.

STANDARD: To ensure personnel needed are assigned to specific commands according to grade, background, experience, and the requirement.

EVENT COMPONENTS:
1. Gather personnel numbers and information for food service personnel support requirements.
2. Coordinate with OccField 33XX Monitors.
3. Recommend personnel assignments to commands.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCRP 4-11.8A Food Service Reference Publication

FDSV-ADMN-3002: Maintain Long-Range Mess Hall Equipment Replacement Record

SUPPORTED MET(S): 2

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

CONDITION: In a food service environment, given equipment, equipment life expectancy data, condition codes, plant account/property records, Defense Logistics Agency equipment catalog, budget guidance, and program spreadsheet.

STANDARD: To prioritize equipment replacement, transportation, and installation costs accurately.

EVENT COMPONENTS:
1. Review operational equipment replacement plans.
2. Ensure information is contained when using computer/manually generated format.
3. Submit to higher headquarters.

REFERENCES:
1. FSC C7300-IL Group 73 Federal Supply Catalog Identification List
2. MCO P10150.1 Garrison Property [CMR] Policy Manual

FDSV-CTQA-3101: Monitor Quality Control Program for Food Service Operation

SUPPORTED MET(S): 2

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: In a food service environment, given master menus, Armed Forces Recipe Service Index, and local/manufacturer's recipes.

STANDARD: To ensure that food preparation meets specified standards in the food preparation plan.

EVENT COMPONENTS:
1. Assign quality assurance personnel.
2. Review master menu.
3. Review Statement of Work to determine requirements of contractor.
4. Perform Quality Assurance inspections according to random evaluation schedules.
5. Perform Quality Assurance inspections according to planning evaluation schedules.
6. Inspect the quality of food preparation.
7. Report written findings.
8. Conduct technical inspection.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.25C B Ration Book
4. MCO P10110.34E MC Food Service and Subsistence Program
5. MCO P10110.35C Menu Standards
6. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
7. MCRP 4-11.8A Food Service Reference Publication
8. NAVMED P-5010 Navy Preventive Medicine Manual
9. NAVMED P-5010.9 Ground Sanitation

FDSV-CTQA-3102: Conduct Inspection of Food Service Facilities

SUPPORTED MET(S): 2

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

CONDITION: In a food service environment, given publications, and an evaluation checklist.

STANDARD: To ensure proper food preparation and correct use of the food service personnel, facilities, and equipment.

EVENT COMPONENTS:
1. Assign personnel to conduct the evaluation.
2. Review and analyze evaluation results.
3. Brief Commander on problem areas with recommendations for corrective action.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E MC Food Service and Subsistence Program

3. NAVMED P-5010 Navy Preventive Medicine Manual
4. NAVSUP P-421 Navy Food Service SOP

FDSV-EQMT-3201: Maintain Minor Property

SUPPORTED MET(S): 2

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given equipment, references, authorized allowance lists, past usage data, file cabinet, folders, and forms.

STANDARD: To ensure minor property is properly recorded and accounted for on a monthly basis.

EVENT COMPONENTS:
1. Identify Naval Stock Number(NSN), nomenclature, unit price, opening inventory, items received, closing inventory, losses, gains, total dollar amount lost/gained, from computer/manual formats.
2. List appropriate entries during course of applicable period.
3. Review and analyze the results for accuracy.

REFERENCES:
1. FSC C7300-IL Group 73 Federal Supply Catalog Identification List
2. MCO 4400.15 Intermediate Level Supervisor Mgt Policy
3. MCO 4400.150 Consumer Level Supply Policy Manual
4. MCO P10110.14 Food Service SOP
5. MCO P11000.5 Real Property Facilities Manual, Vol IV
6. MCO P11000.7 Facilities Maintenance Management
7. ML-MC Management Data List

FDSV-EXPD-3301: Inventory Insulated Food and Beverage Transporters

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, provided with a Insulated Food and Beverage Transporter.

STANDARD: To ensure missing or broken components are correctly identified and missing parts are requested through the supply system.

EVENT COMPONENTS:
1. Review the referenced publications.
2. Conduct an inventory and identify the missing or broken components.
3. Update Equipment record jacket, and Marine Corps Integrated Maintenance Management System (MIMMS) paperwork.
4. Requisition missing parts through supply system.
5. Verify proper storage.

RELATED EVENTS:
3381-EXPD-1304   3381-ADMN-2006

REFERENCES:
1. TM 10756A-12 3 Gallon Beverage Transporter Parts List & Instructions
2. TM 10757A-12 Food Transporter Parts List & Instructions
3. TM 4700 15H Marine Corps Ground Equip Record Procedures
4. UM 4790-5 Users Manual MIMMS

FDSV-EXPD-3302: Load Tray Ration Heater System (TRHS) in QuadCon for Embarkation

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: In a food service environment, given a Tray Ration Heater System, a vehicle and personnel.

STANDARD: To securely install the Tray Ration Heater System on the vehicle.

EVENT COMPONENTS:
1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Install equipment.
5. Verify proper installation.

REFERENCES:
1. TM 09211A-14 Tray Ration Heating System TM

SUPPORT REQUIREMENTS:

  EQUIPMENT: A M998 High-Mobility Multipurpose Wheeled Vehicle and a Tray Ration Heating System.

FDSV-EXPD-3303: Install Tray Ration Heater System (TRHS) in a tactical vehicle

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given a TRHS, a tactical vehicle, and personnel.

STANDARD: To ensure proper installation of the Tray Ration Heater System on a tactical vehicle.

EVENT COMPONENTS:
1. Review the referenced publications.

2. Gather personnel and equipment.
3. Review safety procedures.
4. Install the Tray Heater System.
5. Verify proper installation.

PREREQUISITE EVENTS:
FDSV-EXPD-3302

REFERENCES:
1. TM 09211A-14 Tray Ration Heating System TM

SUPPORT REQUIREMENTS:

  EQUIPMENT: A M998 High-Mobility Multipurpose Wheeled Vehicle and a Tray
  Ration Heating System.

FDSV-EXPD-3304: Establish Force Protection Procedures

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a Food Service environment, given implement procedures,
security of subsistence supplies, equipment, and personnel.

STANDARD: To ensure that force protection is provided against the full
spectrum of potential threats through prevention preparedness, detection and
responsive measures.

EVENT COMPONENTS:
1. Assemble a security force.
2. Establish a perimeter.
3. Construct fighting positions.
4. Protect the perimeter.

REFERENCES:
1. TM 5-1080-200-13&P Operators' Organizational and Direct Support Manual for
    Lightweight Camouflage Screen Systems

FDSV-EXPD-3305: Operate a Tray Ration Heating System in a Vehicle

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: In a food service environment, given a Tray Ration Heating System,
a vehicle, and personnel.

STANDARD: To ensure food service personnel can properly operate the Tray
Ration Heating system on the vehicle.

EVENT COMPONENTS:
1. Review referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Operate equipment.
5. Verify proper shutdown.

PREREQUISITE EVENTS:
3381-GARR-1503   FDSV-EXPD-3302

REFERENCES:
1. TM 09211A-14 Tray Ration Heating System TM

SUPPORT REQUIREMENTS:

   MATERIAL: JP-8 Fuel and UGR H&S Rations

FDSV-EXPD-3306: Feed personnel with TRHS at multiple locations

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Using the TRHS mounted in a vehicle, set up site, feed personnel in one or more locations, and depart.

CONDITION: In a food service environment, given a TRHS, a vehicle, personnel, rations fuel, and water.

STANDARD: To ensure all personnel are fed.

EVENT COMPONENTS:
1. Gather personnel and equipment.
2. Review safety procedures.
3. Determine required amount of rations to prepare.
4. Brief feeding plan to team members.
5. Prepare rations.
6. Set up feeding site.
7. Feed rations to personnel
8. Breakdown site, clean utensils, properly store.
9. Depart feed site.

PREREQUISITE EVENTS:
FDSV-EXPD-3303

REFERENCES:
1. MCRP 4-11.3F Convoy Operations Handbook
2. MCRP 4-11.8A Food Service Reference Publication
3. NAVMED P-5010.9 Ground Sanitation
4. TM 09211A-14 Tray Ration Heating System TM

FDSV-EXPD-3307: Perform trouble shooting test sequence of the TRHS burner

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Check for proper operation of the burner by using the trouble shooting steps outlined in the TM.

CONDITION: In a food service environment, given personnel and an airtronic burner.

STANDARD: To ensure the functional condition of the burner is identified.

EVENT COMPONENTS:
1. Gather personnel and equipment.
2. Review safety procedures.
3. Set up burner test table per the TM.
4. Perform trouble shooting test sequence.
5. Perform operator level maintenance.
6. Evacuate equipment if repairs are beyond operator level maintenance.
7. Update Equipment Record Jacket and MIMMS paperwork.
8. Verify proper storage.

REFERENCES:
1. TM 09211A-14 Tray Ration Heating System TM
2. UM 4790-5 Users Manual MIMMS

SUPPORT REQUIREMENTS:

  MATERIAL: JP-8 Fuel

MISCELLANEOUS:

  SPECIAL PERSONNEL CERTS: Maintenance should be preformed by a 33XX who has been classroom trained on maintaining the TRHS

FDSV-EXPD-3308: Perform trouble shooting test sequence of the TRHS Tank

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: In a field food service environment, given a TRHS tank, and personnel.

STANDARD: To ensure proper troubleshooting on the TRHS Tank and repair up to operator level of maintenance.

EVENT COMPONENTS:
1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.

4. Perform trouble shooting test sequence.
5. Perform operator level maintenance.
6. Evacuate equipment if repairs are beyond operator level maintenance.
7. Update equipment record jacket and MIMMS paperwork.
8. Verify proper storage.

REFERENCES:
1. TM 09211A-14 Tray Ration Heating System TM

FDSV-EXPD-3309: Perform trouble shooting test sequence of the TRHS power converter

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Check for proper operation of the power converter by using the trouble shooting steps outlined in the TM.

CONDITION: In a food service environment, given personnel and a power converter.

STANDARD: To ensure the functional condition of the power converter is identified (works or does not work).

EVENT COMPONENTS:
1. Gather personnel and equipment.
2. Review safety procedures.
3. Perform trouble shooting test sequence.
4. Perform operator level maintenance.
5. Evacuate equipment if repairs are beyond operator level maintenance.
6. Update equipment record jacket and MIMMS paperwork.
7. Verify proper storage.

REFERENCES:
1. TM 09211A-14 Tray Ration Heating System TM

SUPPORT REQUIREMENTS:

   EQUIPMENT: 24V Slave Plug for power (HMMWV, MTVR etc.)

FDSV-EXPD-3310: Maintain Insulated Food and Beverage Transporters

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given Insulated Food and Beverage Transporters and compatible and rations.

STANDARD: To provide the capability to transport rations and beverages to feeding locations.

EVENT COMPONENTS:
1. Conduct monthly inventory.
2. Ensure transporters are sanitized.
3. Check for serviceability.
4. Store properly to prevent damage or deterioration.

RELATED EVENTS:
FDSV-EXPD-3301

REFERENCES:
1. MCRP 4-11.8A Food Service Reference Publication
2. NAVMED P-5010 Navy Preventive Medicine Manual
3. NAVMED P-5010.9 Ground Sanitation
4. TM 10756A-12 3 Gallon Beverage Transporter Parts List & Instructions
5. TM 10757A-12 Food Transporter Parts List & Instructions
6. TM 4700 15H Marine Corps Ground Equip Record Procedures
7. UM 4790-5 Users Manual MIMMS

FDSV-EXPD-3311: Prepare Field Food Services System (FFSS) for embarkation

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given a Field Food Service System, and personnel.

STANDARD: To ensure the FFSS is properly packed for embarkation.

EVENT COMPONENTS:
1. Review referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Inventory equipment.
5. Secure internal equipment for transportation.
6. Verify proper internal loading.

REFERENCES:
1. TM 10879A-12 Field Food Service System Technical Manual (Commercial)
2. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary

SUPPORT REQUIREMENTS:

  EQUIPMENT: Transportation Equipment and Container Handling Equipment.

  UNITS/PERSONNEL: The following MOS qualified personnel are required to assist the Food Service Personnel in transporting and the start-up and tear-down of the FFSS: Electrician (MOS 1141); Electrical Repair

Specialist (MOS 1142); Hygiene Equipment Operator (MOS 1171); Engineer Equipment Operator (MOS 1145); and Motor Vehicle Operator (MOS 3531).

FDSV-EXPD-3312: Implement Start-Up procedures for Field Food Service System (FFSS)

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given a Field Food Service System (FFSS), and references;

STANDARD: To ensure proper set-up and operation of the FFSS.

EVENT COMPONENTS:
1. Review referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Perform start up procedures.
5. Verify proper shutdown.

REFERENCES:
1. SL 3 10879A Field Food Service System (FFSS) Inventory Listing SL-3
2. TM 10879A-12 Field Food Service System Technical Manual (Commercial)
3. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary

SUPPORT REQUIREMENTS:

   EQUIPMENT: Electric Power Equipment and Water Delivery Equipment.

   UNITS/PERSONNEL: The following MOS qualified personnel are required to assist the Food Service Personnel in transporting and the start-up and tear-down of the FFSS: Electrician (MOS 1141) and Electrical Repair Specialist (MOS 1142).

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Per Field Food Service System Technical Manual, ensure Operational Check and Safety Checks are done.

FDSV-EXPD-3313: Erect General Purpose Medium Tent (GP)

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given a General Purpose Medium Tent, and personnel.

STANDARD: To ensure proper set-up in a field feeding environment.

EVENT COMPONENTS:
1. Review technical publications.
2. Identify a suitable location.
3. Gather personnel and equipment.
4. Review safety procedures.
5. Setup GP tent.
6. Verify proper setup.

REFERENCES:
1. TM 10-8340-240-12 Tent GP Modular New Type TM

SUPPORT REQUIREMENTS:

  EQUIPMENT: SL-3 Complete GP Tent, 3ea 3# sledge hammers

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FDSV-EXPD-3314: Erect Modular Command Post System Tent (CP)

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

CONDITION: In a food service environment, given a CP tent, tools, and personnel.

STANDARD: To ensure the tent is set-up properly.

EVENT COMPONENTS:
1. Review referenced publications.
2. Identify a suitable location.
3. Gather personnel and equipment.
4. Review safety procedures.
5. Verify proper setup.
6. Setup CP tent.

REFERENCES:
1. SL 3-01362B Tent GP Old Type SL-3
2. TM 10-5410-229-13 CP Stick-Up Tent, New Type

SUPPORT REQUIREMENTS:

  EQUIPMENT: SL-3 Complete CP Tent, 2ea 3# sledge hammers

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FDSV-EXPD-3315: Take Down Modular Command Post System Tent (CP)

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

CONDITION: In a food service environment, given a CP tent, tools and personnel.

STANDARD: In a reasonable time span, not to exceed five hours.

EVENT COMPONENTS:
1. Review referenced publications.
2. Identify a suitable location.
3. Gather personnel and equipment.
4. Review safety procedures.
5. Repackage for embark/storage.
6. Take down CP tent.
7. Verify proper storage.

REFERENCES:
1. SL 3-01362B Tent GP Old Type SL-3
2. TM 10-5410-229-13 CP Stick-Up Tent, New Type

SUPPORT REQUIREMENTS:

  EQUIPMENT: SL-3 Complete CP Tent, 2ea 3# sledge hammers

FDSV-EXPD-3316: Maintain refrigerated storage container

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given a refrigerated storage container, equipment assets, and personnel.

STANDARD: Ensuring proper preventive maintenance checks and services are accomplished.

EVENT COMPONENTS:
1. Review the referenced publications.
2. Coordinate required support.
3. Gather personnel and equipment.
4. Review safety procedures.
5. Perform operator level maintenance tasks.
6. Evacuate equipment if repairs are beyond operator level maintenance.
7. Verify proper storage.

RELATED EVENTS:
3381-EXPD-2302   3381-ADMN-2006

REFERENCES:
1. TM 10673A-12-2 ERU TM Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: AC power 18A 3p 60Hz 220v

UNITS/PERSONNEL: Electrician for power connections. Refrigeration Mechanic and Generator operator.

FDSV-EXPD-3317: Prepare the Family of Field Feeding Rations and Enhancements

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a field food service environment, given a T/E, M-1959 Field Range Outfit, Tray Ration Heater System, Field Food Service System, recipes, and subsistence.

STANDARD: To ensure menu items are properly prepared.

EVENT COMPONENTS:
1. Check for serviceability of equipment.
2. Check for serviceability of rations.
3. Prepare menu items.

REFERENCES:
1. MCO 10110.21F Subsistence Inspection
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.14 Food Service SOP
4. MCO P10110.17C MC Nutrition and Menu Planning Manual
5. MCO P10110.25C B Ration Book
6. MCO P10110.34E MC Food Service and Subsistence Program
7. MCRP 4-11.8A Food Service Reference Publication
8. NAVMED P-5010 Navy Preventive Medicine Manual
9. NAVMED P-5010.9 Ground Sanitation

FDSV-EXPD-3318: Supervise the Set Up of a Field Mess

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a Food Service environment, given all necessary equipment, food service and personnel.

STANDARD: Ensuring the field mess site is set-up properly to carry out field feeding operations.

EVENT COMPONENTS:
1. Select a site.
2. Obtain environmental impact statement.
3. Verify area is clear of debris and unwanted foliage.
4. Establish placements and set up facilities and equipment.
5. Verify environmental procedures are followed at all times.
6. Verify tents, facilities, and equipment are dismantled.
7. Inspect the area.

REFERENCES:
1. FM 10-23 Army Field Food Service
2. MCO P5090.2A Environmental Protection Manual
3. MCRP 4-11.8A Food Service Reference Publication
4. MCWP 4-1 Logistics Operations
5. NAVMED P-5010 Navy Preventive Medicine Manual
6. NAVMED P-5010.9 Ground Sanitation

FDSV-EXPD-3319: Deploy the FFSS in support of expeditionary feeding

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given a Field Food Service System, and compatible rations.

STANDARD: To ensure the FFSS is fully deployed to provide Food Service Support to Marines.

EVENT COMPONENTS:
1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Determine required amount of rations to prepare.
5. Brief feeding plan to team members.
6. Prepare rations.
7. Feed rations to personnel.
8. Dispose of trash, clean utensils and equipment, properly store.
9. Debrief team members.

PREREQUISITE EVENTS:
FDSV-EXPD-3312   FDSV-EXPD-3311

RELATED EVENTS:
3381-ADMN-2006   3381-EXPD-1304   3381-EXPD-2302

REFERENCES:
1. DSCP-HB 4155.2 Inspection of Operational Rations
2. MCO P10110.25C B Ration Book
3. MCO P10110.26B Medical B Ration Book
4. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
5. MCRP 4-11.1D Field Hygiene and Sanitation
6. MCRP 4-11.8A Food Service Reference Publication
7. NAVMED P-5010.9 Ground Sanitation
8. TM 10879A-12 Field Food Service System Technical Manual (Commercial)
9. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary

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FDSV-GARR-3501: Conduct Food Service Sanitation Training

SUPPORTED MET(S): 2

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: In a food service environment, given training resources.

STANDARD: To ensure personnel receive annual sanitation training.

EVENT COMPONENTS:
1. Identify food service personnel that need training.
2. Conduct sanitation training.
3. File the results of training.

REFERENCES:
1. HACCP Hazard Analysis and Critical Control Point
2. MCO P10110.14 Food Service SOP
3. NAVMED P-5010 Navy Preventive Medicine Manual
4. Serv-Safe

FDSV-SUBS-3601: Decontaminate Subsistence Supplies

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given type of contamination, perishable and semi perishable subsistence, potable water, water containers, food service chlorine, paring knives, vegetable peeler, calcium hypochlorite, DS2 slurry, sodium bicarbonate, and scrub brush.

STANDARD: To ensure proper decontamination of subsistence.

EVENT COMPONENTS:
1. Obtain decontamination material.
2. Decontaminate outside of canned subsistence before opening.
3. Brush can with STB and DS2 slurry using rubber gloves. Rinse at least twice.
4. Wash glass jars twice in detergent solution, using caution to protect contents from contamination.
5. Discard Meal Ready to Eat (MRE) packages unless environmental health officer has instructed otherwise.
6. Discard food inside paper and fiberboard containers.
7. Decontaminate food in areas other than storage areas.
8. Separate decontaminated items from unwrapped food.

REFERENCES:
1. MCO P5090.2A Environmental Protection Manual
2. MSDS Material Safety Data Sheets
3. NAVSUP P-421 Navy Food Service SOP

FDSV-SUBS-3602: Rotate Subsistence Supplies

SUPPORTED MET(S): 1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a Food Service environment, given a storage area, subsistence supplies, dunnage, and Material Handling Equipment (MHE).

STANDARD: To ensure compliance with appropriate rotation procedures.

EVENT COMPONENTS:
1. Receive subsistence items.
2. Mark subsistence items with date received.
3. Place newest subsistence items behind oldest subsistence items.
4. Issue subsistence items on a "first-in, first-out" basis.
5. Identify and report to mess hall manager subsistence items potentially unfit or unsafe for human consumption.
6. Segregate subsistence items found unfit or unsafe for human consumption.
7. Contact Veterinarian for follow on inspection.
8. Inspect frequently.

REFERENCES:
1. FM 10-23 Army Field Food Service
2. FM 10-24 Ration Distribution Operation
3. FMFLantO P10110-2C SOP for food service / Subsistence Support within the FMF
4. MCB 10110 Field Ration Accountability during Training and Exercises, MRE's, Contracting, etc.
5. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
6. MCO P10110.14 Food Service SOP
7. MCO P10110.31G Veterinary/Medical Food Inspection and Laboratory Service
8. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
9. MCO P10110.40B Policy for Requisition, Issue, and Control of PORs
10. MCRP 4-11.8A Food Service Reference Publication
11. NAVMED P-5010 Navy Preventive Medicine Manual
12. NAVMED P-5010.9 Ground Sanitation
13. NAVSUP P-486 Food Service Operations
14. SECNAVINST 4061.1C Food Sanitation Training Program

FDSV-SUBS-3603: Establish Procurement Requirements for Distribution of Subsistence

SUPPORTED MET(S): 1

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Assign personnel to conduct evaluation. Analyze the evaluations results. Brief commander on problem areas with recommendations for corrective action.

CONDITION: In a food service environment, given requirements, allocations, and subsistence.

STANDARD: To ensure requirement distribution and operation of plan is properly monitored.

EVENT COMPONENTS:
1. Determine feeding requirement, source of supply and procurement lead time.
2. Identify funding requirements to proper authority for approval.
3. Requisition to approved sources.
4. Identify delivery locations.
5. Review documentation.
6. Verify all information is entered into the accounting system.

REFERENCES:
1. MCO 4200.29 Food Service Contracting
2. MCO P10110.34E MC Food Service and Subsistence Program
3. MCO P10110.35C Menu Standards
4. NAVMED P-5010 Navy Preventive Medicine Manual
5. NAVSUP-486 Food Service Management General Messes

FDSV-SUBS-3604: Review Packaged Operational Rations (POR) Requirements

SUPPORTED MET(S): 2

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

CONDITION: In a food service environment, given a computer/calculator, unit's requirements, and projected operating and safety levels.

STANDARD: To procure PORs within authorized budget and maintain required reports.

EVENT COMPONENTS:
1. Apply past usage data to figure the average number of personnel to be fed.
2. Use the feed plan to review the subsistence items needed to support the operation.
3. Submit budget for operational rations requirements.

REFERENCES:
1. FSC C8900-SL Federal Supply Catalog Stock List
2. MCO P10110.40B Policy for Requisition, Issue, and Control of PORs

FOOD SERVICE T&R MANUAL

CHAPTER 4

MOS 3302 INDIVIDUAL EVENTS

FOOD SERVICE T&R MANUAL

CHAPTER 4

MOS 3302 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to the community. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field or military occupational field (IOPS, or 9934). This chapter contains 9934 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

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4003. 2000-LEVEL EVENTS

3302-ADMN-2001: Develop Emergency/Catastrophe Feeding Plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3302

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given shelter sites, food preparation equipment, subsistence and personnel.

STANDARD: To ensure implementation of emergency plan within acceptable time limits.

PERFORMANCE STEPS:
1. Determine local feeding requirements.
2. Evaluate feeding capabilities.
3. Prepare the feeding plan.
4. Staff plan to local operations department.
5. Implement upon order.

REFERENCES:
1. DOD 1338.10M DOD Food Service Manual
2. DSCP-HB 4155.2 Inspection of Operational Rations
3. JP 3-07.5 Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation Operations
4. LEM Local Emergency Plans
5. MCO P10110.14 Food Service SOP
6. MCO P10110.17C MC Nutrition and Menu Planning Manual
7. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
8. MCO P10110.35C Menu Standards
9. MCRP 4-11.1D Field Hygiene and Sanitation
10. MCRP 4-11.8A Food Service Reference Publication
11. NAVMED P-5010 Navy Preventive Medicine Manual
12. NAVMED P-5010.9 Ground Sanitation

3302-ADMN-2002: Develop Food Service Appendix to Operation Order

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given commander's intent, concept of operations, warning order, fragmentary order, and logistic requirements.

STANDARD: To ensure appropriate food service support.

PERFORMANCE STEPS:
1. Participate in operational planning team (OPT) meetings as required.
2. Verify the mission.
3. Verify the concept of operations.
4. Verify the overall concept and priorities of logistical support.
5. Analyze the situation, mission, execution, administration & logistics and the command & control.
6. Draft appropriate annex/appendix to the operation order.
7. Submit to appropriate authority.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
3. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
4. MCRP 4-11.8A Food Service Reference Publication
5. MCWP 4-1 Logistics Operations
6. MCWP 4-11 Tactical Level Logistics

3302-ADMN-2003: Prepare the Food Preparation and Serving Equipment (FPSE) Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given the Mess hall Equipment Replacement Record (MERR), Long Range Equipment Replacement Program, calculator, administrative supplies and current equipment pricing.

STANDARD: To ensure that FPSE budgets are submitted correctly and timely.

PERFORMANCE STEPS:
1. Obtain specific support requirements.
2. Determine short-term requirements.
3. Determine long-term requirements.
4. Calculate budget requirements.
5. Prepare budget.
6. Submit budget according to policies and procedures.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
3. MCO P4200.15 Marine Corps Purchasing Procedures Manual

3302-ADMN-2004: Establish a Nutritional Awareness Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment.

STANDARD: To ensure food served meets requirements of unit established programs.

PERFORMANCE STEPS:
1. Obtain appropriate reference material.
2. Determine command and patron nutritional needs.
3. Communicate with local dietician for special meals.
4. Prepare and distribute educational literature.
5. Provide briefings regarding appropriate menus for unit weight control programs.
6. Conduct troop information presentations.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
4. MCO P10110.42B AFRS, April 1999
5. MCO P10110.43 Armed Forces Recipe Service Index of Recipes

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3302-ADMN-2005: Prepare Operations and Maintenance, Marine Corps (O&MMC) Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, historical support requirements future support requirements, computer assets and a calculator.

STANDARD: To ensure that O&MMC budgets are submitted timely and correctly.

PERFORMANCE STEPS:
1. Obtain specific support requirements.
2. Determine short-term requirements.
3. Determine long-term requirements.
4. Calculate budget requirements.

5. Prepare budget.
6. Submit budget according to policies and procedures.

REFERENCES:
1. DOD 1338.10M DOD Food Service Manual
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
3. DOD Financial Management Regulation 7000.14 DoD FMR
4. MCO P10110.14 Food Service SOP
5. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program

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3302-ADMN-2006: Establish Standard Operating Procedures (SOP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given Orders and Directives, administrative supplies, computer assets and personnel.

STANDARD: To ensure uniform actions of subordinate personnel.

PERFORMANCE STEPS:
1. Analyze requirements.
2. Draft policies/procedures.
3. Staff policies/procedures.
4. Publish operating procedures.
5. Inspect adherence to operating procedures.
6. Identify changes.
7. Publish changes, as required.

REFERENCES:
1. MCO P10110.14 Food Service SOP

3302-ADMN-2007: Prepare Procurement Marine Corps (PMC) Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given renovation plans, administrative supplies, computer assets and a calculator.

STANDARD: To ensure that PMC budgets are submitted timely and correctly.

PERFORMANCE STEPS:
1. Review renovation plans.
2. Determine requirements.
3. Obtain pricing information.
4. Calculate budget requirements.
5. Prepare budget.
6. Submit budget according to policies and procedures.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P11000.5 Real Property Facilities Manual, Vol IV

3302-ADMN-2008: Prepare Military Marine Corps Project 31 Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, historical data, financial data, directives, computer assets and a calculator.

STANDARD: To ensure that Project 31 budgets are submitted timely and correctly.

PERFORMANCE STEPS:
1. Receive directive from higher headquarters.
2. Compute projected BDFA.
3. Gather historical data.
4. Multiply projected headcount by BDFA.
5. Submit budget to appropriate agency.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program

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3302-ADMN-2009: Manage Procurement of Food Preparation & Serving Equipment (FPSE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given requirements, allowances, funds and equipment.

STANDARD: To ensure mission essential equipment is procured.

PERFORMANCE STEPS:
1. Establish allowances.
2. Review allowances.
3. Determine equipment deficiencies.
4. Submit requisitions.
5. Ensure installation.

REFERENCES:
1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FAR Federal Acquisition Regulation
3. MCO P10110.17C MC Nutrition and Menu Planning Manual
4. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
5. MCRP 4-11.8A Food Service Reference Publication
6. NAVCOMPT Navy Comptroller Manual

3302-ADMN-2010: Prepare Whole Room Concept (WRC) Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given patron furniture data, administrative supplies, computer assets and a calculator.

STANDARD: To ensure WRC budgets are submitted timely and correctly.

PERFORMANCE STEPS:
1. Obtain require furniture data.
2. Create a plan for replacement.
3. Calculate specific budget requirements.
4. Prepare budget for submission.
5. Submit budget according to local policies and procedures.

REFERENCES:
1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FAR Federal Acquisition Regulation
3. MCO P10110.14 Food Service SOP
4. NAVCOMPT Navy Comptroller Manual

3302-ADMN-2011: Manage Safety Programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given personnel and equipment.

STANDARD: To ensure compliance with published Orders and Directives.

PERFORMANCE STEPS:
1. Identify what PPE is required.
2. Provide appropriate PPE.
3. Develop ORM plan.
4. Implement ORM plan.
5. Provide sustainment training.
6. Document all training.

REFERENCES:
1. 29 CFR 1910.1200 Occupational Safety and Health Standards, Hazard Communication
2. MCO 3500.27B w/Erratum Operational Risk Management (ORM) (May 04)
3. MCO 5100.19 MC Traffic Safety Program (DRIVESAFE)
4. MCO 5100.29A W/CH 1 Marine Corps Safety Program
5. MCO P5100.8F MC Occupational Safety and Health Program
6. NAVMC 2692 Unit Safety Program Management Manual

3302-ADMN-2012: Prepare Naval Correspondence

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies and computer assets.

STANDARD: Ensuring correspondence is developed and submitted without error.

PERFORMANCE STEPS:
1. Prepare endorsements.
2. Prepare multiple address letters.
3. Prepare memorandums.
4. Prepare point papers.
5. Prepare business letters.

6. Prepare email communications.
7. Perform office filing procedures.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P5600.31G Printing and Publications
3. SECNAVINST 5216.5 Naval Correspondence Manual
4. SECNAVINST M-5210.2 Standard Subject Identification Codes

3302-CTQA-2100: Perform Assistant Contracting Officer's Representative (ACOR) Duties

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given contract requirements, administrative supplies, personnel, and computer assets.

STANDARD: To ensure contract compliance.

PERFORMANCE STEPS:
1. Obtain contract requirements.
2. Develop inspection schedules.
3. Validate checklists from QAE's.
4. Consolidate checklists.
5. Submit to COR.
6. Maintain files.
7. Provide sustainment training to QAE's.

REFERENCES:
1. DFARS Defense Federal Acquisition Regulation Supplement
2. FAR Federal Acquisition Regulation
3. MCO 4200.29 Food Service Contracting
4. MCO P10110.14 Food Service SOP
5. NAVCOMPT Navy Comptroller Manual
6. NAVMED P-5010 Navy Preventive Medicine Manual
7. NAVMED P-5010.9 Ground Sanitation
8. NAVSUP P-486 Food Service Operations

3302-CTQA-2101: Provide Host Nation Support Agreement Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a requirement for a service support agreement, number of personnel and period to be covered.

STANDARD: To ensure all requirements are identified.

PERFORMANCE STEPS:
1. Identify requirement.
2. Identify location of agreement.
3. Identify logistical requirements.
4. Provide information to appropriate agency.

REFERENCES:
1. MCO 4200.29 Food Service Contracting
2. OPNAV 4000.84 Interservice and Intergovernmental Support Program

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3302-EXPD-2300: Establish an Expeditionary Feeding Site

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given an operation order, personnel, T/E equipment, tools and administrative supplies.

STANDARD: To ensure all operational requirements are satisfied.

PERFORMANCE STEPS:
1. Review the referenced publications.
2. Coordinate required support.
3. Conduct site survey.
4. Brief support plan to affected commodities.
5. Verify support.
6. Establish site.

REFERENCES:
1. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
2. MCO 4200.29 Food Service Contracting
3. MCO P10110.14 Food Service SOP
4. MCO P10110.17C MC Nutrition and Menu Planning Manual
5. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
6. MCO P10110.35C Menu Standards
7. MCO P5090.2A Environmental Protection Manual
8. MCRP 4-11.8A Food Service Reference Publication
9. NAVMED P-5010 Navy Preventive Medicine Manual
10. NAVMED P-5010.9 Ground Sanitation

3302-EXPD-2301: Dismantle an Expeditionary Feeding Site

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given an operation order, personnel, T/E equipment, tools and administrative supplies.

STANDARD: To ensure all government equipment is maintained and recovered.

PERFORMANCE STEPS:
1. Determine logistical requirements.
2. Submit requirements to appropriate agency.
3. Determine ENDEX operations.
4. Determine ENDEX subsistence turn-in/disposal procedures.
5. Dismantle feeding site.
6. Embark T/E equipment.
7. Retrograde.

REFERENCES:
1. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
2. MCO 4200.29 Food Service Contracting
3. MCO P10110.14 Food Service SOP
4. MCO P10110.17C MC Nutrition and Menu Planning Manual
5. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
6. MCO P10110.35C Menu Standards
7. MCO P5090.2A Environmental Protection Manual
8. MCRP 4-11.8A Food Service Reference Publication
9. NAVMED P-5010 Navy Preventive Medicine Manual
10. NAVMED P-5010.9 Ground Sanitation

3302-EXPD-2302: Identify Logistical Requirements in Support of Expeditionary Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, computer assets, calculator, location of exercise, type of exercise, number of personnel and length of exercise.

STANDARD: Ensuring all requirements are identified.

PERFORMANCE STEPS:
1. Determine length of operation.
2. Determine number of personnel to be fed.
3. Establish feed plan.
4. Determine food service equipment required.
5. Determine support equipment required.
6. Determine class 9 requirements.
7. Determine transportation requirements.
8. Submit requirements to appropriate agency.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
3. MCRP 4-11.8A Food Service Reference Publication
4. MCWP 4-1 Logistics Operations

3302-GARR-2500: Conduct a Menu Planning Board

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given command representatives, current master menu, nutritional information, patron information, financial information, administrative supplies and computer assets.

STANDARD: To ensure the development of a nutritionally and financially sound master menu.

PERFORMANCE STEPS:
1. Set menu objectives.
2. Assign board members.
3. Conduct menu planning board.
4. Implement changes as required.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.35C Menu Standards
4. MCO P10110.42B AFRS, April 1999
5. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
6. NAVMEDINST 10110.1 Nutrition Allowance, Standards, and Education

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3302-GARR-2501: Adhere to Serv-Safe Principles

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given appropriate administrative supplies, and appropriate equipment.

STANDARD: To ensure food products are prepared in accordance with sanitation standards.

PERFORMANCE STEPS:
1. Obtain certification.
2. Identify requirements.
3. Develop Serv-Safe plan.
4. Implement Serv-Safe plan.
5. Take corrective action as required.

REFERENCES:
1. Serv-Safe

3302-GARR-2502: Adhere to Hazard Analysis Critical Control Point (HACCP) Principles

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given appropriate administrative supplies, and appropriate equipment.

STANDARD: To ensure food products are prepared in accordance with sanitation standards.

PERFORMANCE STEPS:
1. Obtain certification.
2. Identify requirements.
3. Develop HACCP plan.
4. Implement HACCP plan.
5. Take corrective action as required.

REFERENCES:
1. HACCP Hazard Analysis and Critical Control Point

3302-GARR-2503: Conduct a Technical Inspection (TI) of a Food Service System

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given publications, and evaluation checklist and personnel.

STANDARD: To ensure sanitary food preparation and the efficient use of food service personnel, facilities and equipment.

PERFORMANCE STEPS:
1. Assign personnel to conduct the evaluation.
2. Review and analyze the evaluation results.
3. Brief commander on deficiencies with recommendations for corrective action.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
3. NAVMED P-5010 Navy Preventive Medicine Manual
4. NAVMED P-5010.9 Ground Sanitation

3302-SUBS-2600: Prepare a Subsistence Operational Analysis Report (SOAR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, SOAR forms, subsistence accounting data, related documentation and administrative office supplies.

STANDARD: To ensure 100% correct submission of financial documents.

PERFORMANCE STEPS:
1. Gather appropriate data.
2. Complete/print SOAR.
3. Check for accuracy.
4. Obtain appropriate signature for SOAR.
5. Submit completed SOAR to appropriate authority.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MCRP 4-11.8A Food Service Reference Publication

3302-SUBS-2601: Prepare a Quarterly Subsistence Financial Report (QSFR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, QSFR forms, subsistence accounting data, related documentation and administrative office supplies.

STANDARD: To ensure 100% correct submission of financial documents.

PERFORMANCE STEPS:
1. Gather appropriate data.
2. Complete/print QSFR.
3. Check for accuracy.
4. Obtain appropriate signature for QSFR.
5. Submit completed QSFR to appropriate authority.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MCRP 4-11.8A Food Service Reference Publication

3302-SUBS-2602: Complete Financial Status of a Food Service Operation Forms

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Officer, Food Service Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given expenditures, monetary credits, subsistence usage data, subsistence inventory, computer assets and administrative supplies.

STANDARD: To ensure operation is maintained within established monetary limits.

PERFORMANCE STEPS:
1. Obtain required documents.
2. Enter expenditures on NAVMC form.
3. Enter monetary credits on NAVMC form.
4. Enter authorized BDFA information on NAVMC form.
5. Insure operation within authorized BDFA.
6. Take corrective action, as required.

REFERENCES:
1. MCO 10110.47 BAS and Meal Card Order
2. MCO P10110.14 Food Service SOP
3. MCO P10110.17C MC Nutrition and Menu Planning Manual
4. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
5. MCO P10110.35C Menu Standards

FOOD SERVICE T&R MANUAL

CHAPTER 5

MOS 3372 INDIVIDUAL EVENTS

FOOD SERVICE T&R MANUAL

CHAPTER 5

MOS 3372 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to the 3372, Marine Aide. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the military occupational field (3372). The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

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5003. 2000-LEVEL EVENTS

3372-GARR-2501: Arrange/place insignia, ribbons, medals or badges

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given insignia, ribbons, medals, or badges.

STANDARD: Properly, in accordance with Marine Corps uniform regulations.

PERFORMANCE STEPS:
1. Determine the proper uniform for the event.
2. Determine the proper ribbons, medals or badges.
3. Check for cleanliness of ribbons, medals or badges.
4. Check for missing devices.
5. Arrange according to Marine Corps regulations.

REFERENCES:
1. MCO P1020.34G W/CH 1-4 Marine Corps Uniform Regulations
2. Marine Aides Handbook

3372-GARR-2502: Plan a menu

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the number of guests attending, special dietary restrictions, and a cost.

STANDARD: To ensure the meal prepared is palatable, pleasing to the senses and prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Inventory food items on hand.
2. Determine the quantity of each item required.
3. Procure needed items.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2503: Prepare breakfast

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given a set menu.

STANDARD: Ensuring the breakfast is palatable, pleasing to the senses and is prepared according to the quantities and ingredients specified in the recipes.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2504: Prepare brunch

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given a set menu

STANDARD: Ensuring the brunch is palatable, pleasing to the senses and is prepared according to the quantities and ingredients specified in the recipes.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2505: Prepare coffee/tea

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In general officer's quarters, given a set menu

STANDARD: Ensuring coffee/tea is palatable, pleasing to the senses and is prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2506: Prepare luncheon

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING:

CONDITION: In a general officer's quarters, given a set menu.

STANDARD: Ensuring the luncheon is palatable, pleasing to the senses, and is prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2507: Prepare cocktail party

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING:

CONDITION: In a general officer's quarters, given a set menu.

STANDARD: Ensuring food items are palatable, pleasing to the senses, and are prepared according to the quantities and ingredients specified in the recipes.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.

2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2508: Prepare formal dinner

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given the number of guests attending, special dietary restrictions, a cost, and a set menu.

STANDARD: Ensuring the dinner is palatable, pleasing to the senses, and is prepared according to the quantities and ingredients specified in the recipes.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes according to the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2509: Prepare informal dinner

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given a set menu, number of guests attending, special dietary restrictions, and a cost.

STANDARD: Ensuring the dinner is palatable, pleasing to the senses and is prepared according to the quantities and ingredients specified in the recipes.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2510: Prepare buffet

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given a set menu, number of guests attending, special dietary restrictions, and a cost.

STANDARD: Ensuring the buffet items are palatable, pleasing to the senses and are prepared according to the quantities and ingredients specified in the recipes.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes according to the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2511: Prepare reception

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given a set menu, number of guests attending, special dietary restrictions, and a cost.

STANDARD: Ensuring that reception items are palatable, pleasing to the senses and are prepared according to quantities and ingredients specified in the recipes.

PERFORMANCE STEPS:
1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes according to the menu.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2512: Set up a table

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given the type of function entertaining, the appropriate tableware, and the Marine Aide Handbook.

STANDARD: To ensure a professional setting.

PERFORMANCE STEPS:
1. Determine the proper occasion.
2. Determine the number of guests.
3. Determine the appropriate tableware.
4. Arrange tableware according to the Marine Aides Handbook.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2513: Set up a bar

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In general officer's quarters, given the type of occasion entertaining, the appropriate bar accessories, and the Marine Aides Handbook.

STANDARD: To ensure appropriate amounts of liquids are readily available throughout the function.

PERFORMANCE STEPS:
1. Determine the appropriate occasion.
2. Determine the number of guests attending.
3. Determine needed amounts of liquids.
4. Inventory stock items.
5. Procure needed amounts.
6. Arrange according to the Marine Aides Handbook.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2514: Record expenditures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given official function receipts and an expenditure logbook.

STANDARD: To ensure all official expenditures are properly accounted for.

PERFORMANCE STEPS:
1. Gather the receipts.
2. Total out receipts.
3. Record in expenditure logbook.
4. Turn receipts in to appropriate authorities.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2515: Arrange flags

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given an official function, appropriate flags, and the Marine Aides Handbook.

STANDARD: Ensuring flags are positioned in accordance with official Marine Corps regulations.

PERFORMANCE STEPS:
1. Determine the official countries being represented.
2. Procure the flags from appropriate authorities.
3. Place flags according to Marine Corps regulations.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2516: Procure beverages

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given a set menu.

STANDARD: To ensure a proper balance of beverages is served in accordance with the menu.

PERFORMANCE STEPS:
1. Determine the type and quantity of beverages needed.
2. Inventory quantities on hand.
3. Procure appropriate beverages.

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2517: Serve a meal

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given a specific function and appropriate tableware.

STANDARD: Ensuring the meal is served in accordance with proper etiquette and the general officer's preferences.

PERFORMANCE STEPS:
1. Plate the meal.
2. Serve from left; remove from right (informal).
3. Serve from left; remove from left (formal).

REFERENCES:
1. Marine Aides Handbook

3372-GARR-2518: Clean up after a meal

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given the completion of a meal.

STANDARD: To ensure the quarters are restored to a clean and orderly manner.

PERFORMANCE STEPS:
1. Remove all tableware to the appropriate area for washing, drying and storing.
2. Remove linens & napkins to the appropriate location to be laundered and stored.
3. Store leftover foods in proper containers.

4. Wash, dry and store tableware, serving dishes, pots, pans and other equipment.
5. Ensure that the kitchen, dinning and serving areas are restored to a clean and orderly manner.
6. Reposition furniture to its original location.

REFERENCES:
1. Marine Aides Handbook

FOOD SERVICE T&R MANUAL

CHAPTER 6

MOS 3381 INDIVIDUAL EVENTS

FOOD SERVICE T&R MANUAL

CHAPTER 6

MOS 3381 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to MOS 3381, Food Service Specialist. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the military occupational field (3381). The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

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6003. 1000-LEVEL EVENTS

3381-ADMN-1001: Prepare Product Sheets

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, appropriate recipes and forms.

STANDARD: To ensure that all calculations are correct.

PERFORMANCE STEPS:
1. Determine product to be prepared.
2. Obtain correct recipe.
3. Obtain appropriate administrative items.
4. Perform calculations for each ingredient.
5. Document all calculations.
6. Obtain approval from authorized personnel.

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes

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3381-EXPD-1300: Operate the Tray Ration Heating System (TRHS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a TRHS, required logistical supplies and required tools.

STANDARD: To ensure food service support is provided while sustaining operational condition of TRHS.

PERFORMANCE STEPS:
1. Review the appropriate publication(s).
2. Gather personnel and equipment.
3. Review safety procedures.

4. Initiate appropriate MIMMS paperwork.
5. Perform appropriate trouble-shooting sequence.
6. Determine appropriate level of maintenance.
7. Perform repairs as authorized.
8. Evacuate equipment if repairs are beyond operator level maintenance.
9. Update equipment record jacket and MIMMS paperwork.

REFERENCES:
1. TM 09211A-14 Tray Ration Heating System TM

3381-EXPD-1301: Operate the M-59 Field Range Outfit.

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a M1959 field range, M-2 Burner, accessory pack, and appropriate subsistence and logistical supplies.

STANDARD: To ensure that personnel are provided appropriate food service support.

PERFORMANCE STEPS:
1. Inspect to ensure outfit is SL-3 complete.
2. Perform pre-operational checks and services on M-2 burner.
3. Verify the serviceability of the cabinet.
4. Perform start-up procedures.
5. Prepare food items.
6. Perform after operation checks and services.

REFERENCES:
1. MCRP 4-11.8A Food Service Reference Publication
2. NAVMED P-5010 Navy Preventive Medicine Manual
3. NAVMED P-5010.9 Ground Sanitation
4. TM 10-7360-204-13 Field Range (M-2) TM

3381-EXPD-1302: Erect Tent

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a tent, tools and personnel.

STANDARD: To ensure tent is deployed safely and correctly.

PERFORMANCE STEPS:
1. Review publication.
2. Review safety procedures.
3. Identify location.
4. Gather personnel and equipment.
5. Erect tent.

REFERENCES:
1. SL 3-00446A Tent Maint A Frame Type SL3
2. SL 3-01362B Tent GP Old Type SL-3
3. TM 10-8340-240-12 Tent GP Modular New Type TM

3381-EXPD-1303: Disassemble Tent

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given tent, tools and personnel.

STANDARD: To ensure tent is disassembled safely and correctly.

PERFORMANCE STEPS:
1. Review appropriate publication(s).
2. Review safety procedures.
3. Gather personnel and equipment.
4. Disassemble tent.
5. Repackage for embark/storage.
6. Verify proper storage.

REFERENCES:
1. SL 3-00446A Tent Maint A Frame Type SL3
2. SL 3-01362B Tent GP Old Type SL-3
3. TM 10-8340-240-12 Tent GP Modular New Type TM

3381-EXPD-1304: Prepare Maintenance Management Forms and Records

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given the NAVMC SF forms and, appropriate administrative supplies.

STANDARD: To ensure maintenance procedures are followed and documented.

PERFORMANCE STEPS:
1. Complete equipment repair order (NAVMC form 10245).
2. Complete the ERO/shopping transaction list (NAVMC form 10925).
3. Record data in the food service equipment folder.
4. Complete the quality deficiency report (SF 368) if required.
5. Complete a copy of recommended changes to publications/logistics maintenance data coding (NAVMC form 10772) if required.

REFERENCES:
1. SL 3 10879A Field Food Service System (FFSS) Inventory Listing SL-3
2. TM 09211A-14 Tray Ration Heating System TM
3. TM 10-7360-204-13 Field Range (M-2)TM
4. TM 10879A-12 Field Food Service System Technical Manual (Commercial)
5. TM 4700 15H Marine Corps Ground Equip Record Procedures
6. UM 4790-5 Users Manual MIMMS
7. UM-4400-15 Marine Corps Users Manual

3381-EXPD-1305: Perform Preventative Maintenance Checks and Services

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field food service environment, given equipment, Equipment Record Jacket, appropriate tools and administrative supplies.

STANDARD: To ensure expeditionary food service equipment is always maintained in an operational state of readiness.

PERFORMANCE STEPS:
1. Open ERO.
2. Perform initial inspection.
3. Identify missing or broken components.
4. Document all work on ERO.
5. Order repair parts utilizing EROSL, if required.
6. Perform repairs, if required.
7. Complete repairs.
8. Close ERO.
9. Document all actions in Equipment Record Jacket.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P4790.2C USMC Maintenance Management Policy
3. SL 3 10879A Field Food Service System (FFSS) Inventory Listing SL-3

4. TM 09211A-14 Tray Ration Heating System TM
5. TM 10-7360-204-13 Field Range (M-2) TM
6. UM 4790-5 Users Manual MIMMS

3381-EXPD-1306: Repair Field Food Service Equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, applicable maintenance management forms, office supplies and tools.

STANDARD: To a functioning level in order to perform all necessary maintenance operations.

PERFORMANCE STEPS:
1. Review the referenced publication.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Perform trouble shooting test sequence.
5. Evacuate equipment if repairs are beyond operator level maintenance.
6. Update equipment record jacket, and MIMMS paperwork.
7. Verify proper storage.

REFERENCES:
1. SL 3 10879A Field Food Service System (FFSS) Inventory Listing SL-3
2. SL-3-10387A Food Transporter (CAMBRO Model)
3. TM 09211A-14 Tray Ration Heating System TM
4. TM 10-7360-204-13 Field Range (M-2)TM
5. TM 10757A-12 Food Transporter Parts List & Instructions
6. TM 4700 15H Marine Corps Ground Equip Record Procedures
7. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary
8. UM 4790-5 Users Manual MIMMS

3381-FDPR-1400: Demonstrate Proper Sanitation Practices

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Proper sanitation practices and procedures must be adhered to in order to(IOT) prevent the spread of food-borne illnesses. Proper sanitation practices and procedures will be taught, and through a knowledge-based test will be mastered, prior to moving into food preparation annexes in the Food Service Specialist Course, Fort Lee, Virginia.

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, subsistence supplies, food preparation and serving equipment and appropriate utensils.

STANDARD: To ensure food production is completed with limited possibility of contamination or food-borne illnesses.

PERFORMANCE STEPS:
1. Demonstrate proper hygiene techniques.
2. Demonstrate proper sanitation techniques.
3. Identify common dangers inherent to food items.
4. Identify danger zone temperatures of prepared food.
5. Identify holding temperatures of refrigerated items.
6. Identify holding temperatures of frozen items.
7. Identify holding temperatures of dry storage items.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.31G Veterinary/Medical Food Inspection and Laboratory Service
3. NAVMED P-5010 Navy Preventive Medicine Manual
4. NAVMED P-5010.9 Ground Sanitation

3381-FDPR-1401: Utilize Armed Forces Recipe Card Service

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a menu, appropriate subsistence items, appropriate food production equipment and personnel.

STANDARD: To ensure all food items are prepared correctly.

PERFORMANCE STEPS:
1. Determine product to be prepared.
2. Obtain appropriate recipe card.
3. Assemble equipment.
4. Assemble ingredients.
5. Prepare product using appropriate production method.
6. Place product in appropriate serving dishes.

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes

4. NAVMED P-5010 Navy Preventive Medicine Manual
5. NAVMED P-5010.9 Ground Sanitation

3381-FDPR-1402: Prepare Eggs to Order

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils and recipes.

STANDARD: Ensuring eggs are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Prepare boiled eggs.
2. Prepare fried eggs.
3. Prepare scrambled eggs.
4. Prepare a variety of omelets.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1403: Prepare Pies

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils and recipes.

STANDARD: Ensuring pies are prepared in accordance to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Mix pie dough.
2. Prepare pie fillings.

3. Pour filling into pie shells.
4. Bake pies.
5. Make topping where appropriate.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1404: Prepare Meat/Poultry/Seafood

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils and recipes.

STANDARD: To ensure meat, poultry, and seafood are prepared in accordance to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Broil meats, poultry, and seafood.
2. Fry meats, poultry, and seafood.
3. Roast meats, poultry, and seafood.
4. Bake meats, poultry, and seafood.
5. Grill meats, poultry, and seafood.
6. Simmer meat, poultry, and seafood.

PREREQUISITE EVENTS:
3381-FDPR-1400   3381-FDPR-1401

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1405: Prepare Salads

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring salads are prepared in accordance to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Cook ingredients for cooked salads.
2. Prepare gelatin for gelatin salads.
3. Process vegetables.
4. Process fruits.
5. Process other ingredients used in salads.
6. Add salad dressings as appropriate.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1406: Prepare Rolls

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring rolls are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Measure ingredients.
2. Assemble ingredients.
3. Prepare products by batch according to production schedule.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. FM 10-22 Baking Operations Part 1 and 2
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1407: Prepare Gravies and Sauces

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, utensils, recipes, and ingredients.

STANDARD: Ensuring gravies and sauces are properly prepared according to recipe cards.

PERFORMANCE STEPS:
1. Make a roux for gravy or sauce.
2. Add stock to roux for gravy or sauce.
3. Simmer until proper consistency is obtained.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1408: Prepare Hot Cereals

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring hot cereals are prepared in according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Prepare grits.
2. Prepare oatmeal.
3. Prepare farina.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1409: Prepare Casseroles

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring casseroles are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Assemble ingredients.
2. Follow recipes.
3. Prepare the product.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1410: Prepare Danish/Sweet Dough

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring danish/sweet dough is prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Assemble ingredients.
2. Measure ingredients.
3. Prepare products by batch according to production schedule.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1411: Prepare Beverages

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring beverages are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Prepare cold beverages.
2. Prepare hot beverages.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP

3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1412: Prepare Bread Dressing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring bread dressing is prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Saute vegetables for dressing.
2. Add bread to vegetables.
3. Add stock to mixture.
4. Mix ingredients.
5. Bake dressing.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1413: Prepare Frostings

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring frostings are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Obtain recipe.
2. Assemble ingredients.
3. Mix ingredients.
4. Frost product.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1414: Prepare Vegetables

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring vegetables are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Deep-fat fry vegetables.
2. Fry vegetables.
3. Grill vegetables.
4. Bake vegetables.
5. Steam vegetables.
6. Simmer vegetables.
7. Sauté vegetables.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1415: Prepare Sandwiches

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring sandwiches are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Prepare hot sandwiches.
2. Prepare cold sandwiches.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1416: Prepare Pudding/Custard Desserts

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring puddings and custards are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Follow manufacture's instructions.
2. Assemble ingredients.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1417: Prepare Quick Breads

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring quick breads are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Assemble ingredients.
2. Measure ingredients.
3. Combine ingredients according to recipes.
4. Prepare product by batch according to production schedule.

PREREQUISITE EVENTS:
3381-FDPR-1400   3381-FDPR-1401

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1418: Prepare Garnish

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment and subsistence items.

STANDARD: Ensuring all food items include garnish that is fresh, appropriate for the dish and presents a pleasing presentation.

PERFORMANCE STEPS:
1. Select appropriate materials.
2. Select appropriate equipment.
3. Prepare appropriate garnish.
4. Garnish the product.

REFERENCES:
1. MCI Course 334 Food Service Fundamentals
2. MCO P10110.14 Food Service SOP
3. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1419: Bake cakes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: To ensure cakes are prepared in accordance to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Preheat oven.
2. Assemble ingredients.
3. Process ingredients.
4. Prepare pans.
5. Bake cakes.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
3. NAVMED P-5010 Navy Preventive Medicine Manual
4. NAVMED P-5010.9 Ground Sanitation

3381-FDPR-1420: Prepare Cookies

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring cookies are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Preheat oven to the proper temperature.
2. Assemble and process ingredients.
3. Prepare pans.
4. Bake cookies.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1421: Prepare Soups

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring soups are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Assemble ingredients.
2. Prepare light soups.
3. Prepare heavy soups.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP

3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1422: Prepare Starches

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils, and recipes.

STANDARD: Ensuring starches are prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:
1. Prepare Steamed Rice.
2. Prepare Mashed Potatoes.
3. Prepare Pastas.

PREREQUISITE EVENTS:
3381-FDPR-1401   3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1423: Prepare Cook-Chill Products

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a menu, appropriate cook-chill items, appropriate food production equipment and personnel.

STANDARD: Ensuring all food items are prepared correctly.

PERFORMANCE STEPS:
1. Determine product to be prepared.
2. Read manufactures directions.

3. Prepare product in accordance with manufactures directions.
4. Place product in appropriate serving dishes.

PREREQUISITE EVENTS:
3381-FDPR-1400

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1424: Monitor the Feeding of Patrons

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given food service equipment, and prepared menu items.

STANDARD: Ensuring patrons receive appropriate portion sizes.

PERFORMANCE STEPS:
1. Obtain Cooks Worksheet/Menu.
2. Plan line set-up.
3. Obtain prepared food items.
4. Place food items in appropriate steam table pans.
5. Place steam table pans in serving line.
6. Ensure serving line is appropriately garnished.
7. Brief serving personnel on portion sizes.
8. Ensure sanitation procedures are followed throughout process.
9. Ensure serving line is replenished, as required.

PREREQUISITE EVENTS:
3381-FDPR-1400

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. NAVMED P-5010 Navy Preventive Medicine Manual

3381-FDPR-1425: Prepare Daily Menu Requirements/PREPREP

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 3381

BILLETS: Chief Cook, Food Service Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given food service equipment, MCFMIS program, Production Worksheet, personnel to be fed, acceptability data, and recipes.

STANDARD: Ensure adequate preparation of food items.

PERFORMANCE STEPS:
1. Review Production Worksheet to be served.
2. Utilize the Armed Forces Recipe Service/Menu Scaled Recipes/Recipes to obtain requirements for PREPREP.
3. Prepare 72/48/24 hour PREPREP.

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.17C MC Nutrition and Menu Planning Manual
4. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
5. MCO P10110.35C Menu Standards
6. NAVMED P-5010 Navy Preventive Medicine Manual

3381-GARR-1500: Operate Food Preparation and Service Equipment (FPSE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given appropriate equipment, appropriate tools and personnel.

STANDARD: To ensure equipment is operated safely and correctly.

PERFORMANCE STEPS:
1. Perform safety checks.
2. Operate grill.
3. Operate deep-fat fryer.
4. Operate brazier.
5. Operate oven.
6. Operate food processing equipment.
7. Operate steam-jacketed kettle.
8. Operate vegetable steamer.
9. Operate steam table.
10. Operate food warmer.
11. Clean and sanitize as required.

REFERENCES:
1. ATM's Applicable TM's
2. MCO 5210.11E Records Management Program for the Marine Corps
3. NAVMED P-5010 Navy Preventive Medicine Manual

3381-GARR-1501: Perform Cashier Functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Cashier, Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a safe, cash box with change fund, applicable forms and patrons in a Basic Allowance for Subsistence (BAS) status.

STANDARD: To ensure safeguarding of U.S. Government funds from Point of Sales (POS) to point of turn-in of funds.

PERFORMANCE STEPS:
1. Obtain and maintain appointment letter from Commanding Officer.
2. Obtain cash box and NAVMC form(s) 10298 from Authorized Custodian.
3. Collect funds from patrons in the amount specified for meal period.
4. Annotate required information on NAVMC Form 10298.
5. Maintain positive control of all U.S. Government funds collected during meal period.
6. Verify that cash amounts equal information entered on NAVMC Form 10298, at end of meal period.
7. Turn-in funds to Authorized Custodian, as required.

REFERENCES:
1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. MCO P10110.14 Food Service SOP

3381-GARR-1502: Perform Minor Property Functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given appropriate administrative supplies, consumable supplies, food production equipment, equipment record jackets, appropriate tools, storage areas and personnel.

STANDARD: To ensure government items are maintained and accounted for.

PERFORMANCE STEPS:
1. Perform inventory.
2. Order consumable supplies.
3. Perform user level maintenance of food preparation equipment.
4. Document maintenance in equipment record jackets.

REFERENCES:
1. ATM's Applicable TM's
2. MCO 5210.11E Records Management Program for the Marine Corps
3. MCO P10110.14 Food Service SOP
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-GARR-1503: Perform Training Clerk Functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, food service training requirements and personnel.

STANDARD: To properly maintain all training jackets.

PERFORMANCE STEPS:
1. Create individual training jackets.
2. Place required basic information in each jacket.
3. Organize training.
4. Document training provided in jackets.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P10110.14 Food Service SOP
3. NAVMED P-5010 Navy Preventive Medicine Manual
4. NAVMED P-5010.9 Ground Sanitation

3381-SUBS-1600: Perform Storeroom Functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given subsistence, appropriate administrative supplies, appropriate storage areas and personnel.

STANDARD: To ensure subsistence items are correctly accounted for.

PERFORMANCE STEPS:
1. Perform inventory.
2. Issue subsistence items.
3. Receive subsistence items.
4. Rotate stock.
5. Perform housekeeping duties.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E MC Food Service and Subsistence Program
3. NAVMED P-5010 Navy Preventive Medicine Manual
4. NAVMED P-5010.9 Ground Sanitation

6004. 2000-LEVEL EVENTS

3381-ADMN-2001: Prepare Cooks Worksheet/Menu

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Chief Cook, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative office equipment and food service requirements.

STANDARD: Ensuring 100% utilization of prepared food products.

PERFORMANCE STEPS:
1. Assemble Master Menu, Armed Forces Recipe Service, Cook's Worksheet, acceptability factors, number of personnel.
2. Fill out Cook's Worksheet.
3. List any special instructions, batches, early chows, late chows, duty rations, time, and number of personnel.
4. Ensure leftover products are utilized.
5. Decrease necessary items by the amount of leftovers.

REFERENCES:
1. MCFMIS SOP
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.14 Food Service SOP
4. MCO P10110.35C Menu Standards
5. NAVMED P-5010 Navy Preventive Medicine Manual

3381-ADMN-2002: Review Daily Cost Analysis (DCA)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative equipment, and a daily food cost analysis.

STANDARD: To ensure 100% accuracy and financial solvency of a food service operation.

PERFORMANCE STEPS:
1. Compare cost to feed subsistence consumed.

2. Compare on-hand inventory level to authorized level.
3. Compare subsistence expenditures equating to under/over expenditure.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program

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3381-ADMN-2003: Requisition Subsistence

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Mess Hall Manager, Subsistence Chief, Subsistence Supply Clerk

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service office environment, given administrative office equipment and food service requirements.

STANDARD: To ensure food items are available to support Master Menu.

PERFORMANCE STEPS:
1. Use the master menu to review the requirements needed.
2. Apply past usage data to estimate the number of personnel to be fed.
3. Prepare the applicable requisitioning form(s).
4. Enter all requisitions into computer.
5. Enter the menu items into the computer.
6. Enter the number of personnel to be fed.
7. Enter the number of consumption days.

REFERENCES:
1. MCFMIS SOP
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P4400.150E Marine Corps Consumer Level Policy Manual

3381-ADMN-2004: Coordinate Veterinarian Support

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

BILLETS: Field Mess Manager, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given damaged or deteriorated subsistence items.

STANDARD: To ensure all questionable food items are surveyed for wholesomeness and disposed of as directed.

PERFORMANCE STEPS:
1. Notify Veterinarian of damaged or deteriorated items.
2. Verify vets have inspected and taken samples of damaged or deteriorated items.
3. Await the outcome of results.
4. Conduct a survey of damaged or deteriorated food items.
5. Obtain and maintain proper documentation.

REFERENCES:
1. MCO 10110.21F Subsistence Inspection
2. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
3. MCO P10110.31G Veterinary/Medical Food Inspection and Laboratory Service
4. MCO P5100.8F MC Occupational Safety and Health Program
5. NAVMED P-5010 Navy Preventive Medicine Manual
6. NAVMED P-5010.9 Ground Sanitation

3381-ADMN-2005: Maintain Consolidated Memorandum Receipts (CMR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Field Mess Manager, Mess Hall Manager, Property Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service facility, given a garrison property account/Food Service Table of Equipment (T/E), a Consolidated Memorandum Receipt(CMR), administrative supplies and personnel.

STANDARD: To ensure 100% accountability of garrison and field food service equipment.

PERFORMANCE STEPS:
1. Receive order to reconcile CMR quarterly.
2. Conduct inventory of equipment.
3. Reconcile inventory with current CMR.
4. Annotate corrections on the CMR.
5. Prepare required correspondence identifying CMR corrections.
6. Sign and submit all corrections to the Supply Officer.
7. Retain a copy of corrected CMR.

REFERENCES:
1. MCO 4400.150 Consumer Level Supply Policy Manual
2. MCO P10110.14 Food Service SOP
3. MCO P10150.1 Garrison Property [CMR] Policy Manual
4. MCO P4400.150E Marine Corps Consumer Level Policy Manual
5. UM 4400-124 FMF SASSY Using Unit Procedures

3381-ADMN-2006: Manage Publication Control Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Service Specialist, Mess Hall Manager

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a Food Service environment, given a unit T/O, unit T/E, unit mission requirements and Publications Library Management System (PLMS) access.

STANDARD: To ensure 100% of the required publications are maintained and updated as required.

PERFORMANCE STEPS:
1. Review Unit T/E.
2. Identify required publications by reviewing SL-1-2/SL-1-3.
3. Review publications library to assure that all publications and changes are required.
4. Request and validate publications that are required.
5. Implement changes as required.

REFERENCES:
1. UM 4790-5 Users Manual MIMMS

3381-ADMN-2007: Develop Emergency/Catastrophe Feeding Plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Technician, Mess Hall Manager

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given shelter sites, food preparation equipment, subsistence and personnel.

STANDARD: To ensure implementation of emergency plan within acceptable time limits.

PERFORMANCE STEPS:
1. Determine local feeding requirements.
2. Evaluate feeding capabilities.
3. Prepare the feeding plan.
4. Staff plan to local operations department.
5. Implement upon order.

REFERENCES:
1. DOD 1338.10M DOD Food Service Manual
2. DSCP-HB 4155.2 Inspection of Operational Rations
3. JP 3-07.5 Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation Operations
4. LEM Local Emergency Plans
5. MCO P10110.14 Food Service SOP
6. MCO P10110.17C MC Nutrition and Menu Planning Manual
7. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
8. MCO P10110.35C Menu Standards
9. MCRP 4-11.1D Field Hygiene and Sanitation
10. MCRP 4-11.8A Food Service Reference Publication
11. NAVMED P-5010 Navy Preventive Medicine Manual
12. NAVMED P-5010.9 Ground Sanitation

3381-ADMN-2008: Develop Food Service Appendix to Operation Order

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given commander's intent, concept of operations, warning order, fragmentary order, logistic requirements and references.

STANDARD: To ensure appropriate food service support.

PERFORMANCE STEPS:
1. Participate in Operational Planning Team (OPT) meetings as required.
2. Verify the mission.
3. Verify the concept of operations.
4. Verify the overall concept and priorities of logistical support.
5. Analyze the situation, mission, execution, administration & logistics and the command & control.
6. Draft appropriate annex/appendix to the operation order.
7. Submit to appropriate authority.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
3. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
4. MCRP 4-11.8A Food Service Reference Publication
5. MCWP 4-1 Logistics Operations
6. MCWP 4-11 Tactical Level Logistics

3381-ADMN-2009: Prepare the Food Preparation and Serving Equipment (FPSE) Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given the Messhall Equipment Replacement Record (MERR), Long Range Equipment Replacement Program, calculator, administrative supplies and current equipment pricing.

STANDARD: To ensure that FPSE budgets are submitted correctly and timely.

PERFORMANCE STEPS:
1. Obtain specific support requirements.
2. Determine short-term requirements.
3. Determine long-term requirements.
4. Calculate budget requirements.
5. Prepare budget.
6. Submit budget according to policies and procedures.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
3. MCO P4200.15 Marine Corps Purchasing Procedures Manual

3381-ADMN-2010: Prepare Operations and Maintenance, Marine Corps (O&MMC) Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, historical support requirements future support requirements, computer assets and a calculator.

STANDARD: To ensure that O&MMC budgets are submitted timely and correctly.

PERFORMANCE STEPS:
1. Obtain specific support requirements.
2. Determine short-term requirements.
3. Determine long-term requirements.
4. Calculate budget requirements.

5. Prepare budget.
6. Submit budget according to policies and procedures.

REFERENCES:
1. DOD 1338.10M DOD Food Service Manual
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
3. DOD Financial Management Regulation 7000.14 DoD FMR
4. MCO P10110.14 Food Service SOP
5. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program

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3381-ADMN-2011: Prepare Procurement Marine Corps (PMC) Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given renovation plans, administrative supplies, computer assets and a calculator.

STANDARD: To ensure that PMC budgets are submitted timely and correctly.

PERFORMANCE STEPS:
1. Review renovation plans.
2. Determine requirements.
3. Obtain pricing information.
4. Calculate budget requirements.
5. Prepare budget.
6. Submit budget according to policies and procedures.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P11000.5 Real Property Facilities Manual, Vol IV

3381-ADMN-2012: Prepare Military Marine Corps Project 31 Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, historical data, financial data, directives, computer assets and a calculator.

STANDARD: To ensure that Project 31 budgets are submitted timely and correctly.

PERFORMANCE STEPS:
1. Receive directive from higher headquarters.
2. Compute projected BDFA.
3. Gather historical data.
4. Multiply projected headcount by BDFA.
5. Submit budget to appropriate agency.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program

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3381-ADMN-2013: Prepare Whole Room Concept (WRC) Budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given patron furniture data, administrative supplies, computer assets and a calculator.

STANDARD: To ensure WRC budgets are submitted timely and correctly.

PERFORMANCE STEPS:
1. Obtain require furniture data.
2. Create a plan for replacement.
3. Calculate specific budget requirements.
4. Prepare budget for submission.
5. Submit budget according to local policies and procedures.

REFERENCES:
1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FAR Federal Acquisition Regulation
3. MCO P10110.14 Food Service SOP
4. NAVCOMPT Navy Comptroller Manual

3381-ADMN-2014: Establish Standard Operating Procedures (SOP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Technician, Mess Hall Manager

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given Orders and Directives, administrative supplies, computer assets and personnel.

STANDARD: To ensure uniform actions of subordinate personnel.

PERFORMANCE STEPS:
1. Analyze requirements.
2. Draft policies/procedures.
3. Staff policies/procedures.
4. Publish operating procedures.
5. Inspect adherence to operating procedures.
6. Identify changes.
7. Publish changes.

REFERENCES:
1. MCO P10110.14 Food Service SOP

3381-ADMN-2015: Manage Procurement of FPSE

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given requirements, allowances, funds and equipment.

STANDARD: To ensure mission essential equipment is procured.

PERFORMANCE STEPS:
1. Establish allowances.
2. Review allowances.
3. Determine equipment deficiencies.
4. Submit requisitions.
5. Ensure installation.

REFERENCES:
1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FAR Federal Acquisition Regulation
3. MCO P10110.17C MC Nutrition and Menu Planning Manual
4. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
5. MCRP 4-11.8A Food Service Reference Publication
6. NAVCOMPT Navy Comptroller Manual

3381-ADMN-2016: Prepare Naval Correspondence

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Chief Cook, Field Mess Manager, Food Service Specialist, Food Technician, Mess Hall Manager

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies and computer assets.

STANDARD: Ensuring correspondence is developed and submitted without error.

PERFORMANCE STEPS:
1. Prepare endorsements.
2. Prepare multiple address letters.
3. Prepare memorandums.
4. Prepare point papers.
5. Prepare business letters.
6. Prepare email communications.
7. Perform office filing procedures.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P5600.31G Printing and Publications
3. SECNAVINST 5216.5 Naval Correspondence Manual
4. SECNAVINST M-5210.2 Standard Subject Identification Codes

3381-ADMN-2017: Complete Financial Status of a Food Service Operation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Technician, Mess Hall Manager

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given expenditures, subsistence usage data and appropriate administrative supplies.

STANDARD: To ensure operation is maintained within monetary limits.

PERFORMANCE STEPS:
1. Ensure purchases are documented.
2. Ensure utilization data is documented.
3. Ensure authorization within authorized BDFA.
4. Take corrective action.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MFG MCFMIS GUIDELINES

3381-ADMN-2018: Perform Duties as Authorized Custodian

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Cash Collection Custodian, Food Service Specialist

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a safe, cash box, NAVMC Forms 10298 and 10789, appropriate administrative supplies, and personnel.

STANDARD: To ensure proper safeguard of government funds from point of sale to turn-in.

PERFORMANCE STEPS:
1. Maintain appointment letter.
2. Assign primary and alternate cashiers.
3. Receive NAVMC Forms 10298 and 10789 from Cash Collection Agent.
4. Issue NAVMC Forms 10298 and 10789 to cashier.
5. Receive monies from cashier.
6. Turn-in monies to Cash Collection Agent.

REFERENCES:
1. MCO P10110.14 Food Service SOP

3381-ADMN-2019: Perform Maintenance Management Clerk Functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: Food Service Specialist, MIMMS Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given appropriate NAVMC and SF Form.

STANDARD: To ensure maintenance procedures are properly followed and documented.

PERFORMANCE STEPS:
1. Complete Equipment Repair Order (ERO).
2. Complete the Equipment Repair Order Shopping List (EROSL).
3. Develop Preventive Maintenance Schedules.
4. Maintain Equipment Record Jackets.
5. Monitor Daily Process Report/Daily Transaction Listing (DPR/DTL).
6. Complete the Product Quality Deficiency Report (PQDR) as required.

REFERENCES:
1. MCO P4790.2 MIMMS Field Procedures Manual
2. UM 4400-124 FMF SASSY Using Unit Procedures
3. UM 4790-5 Users Manual MIMMS

3381-ADMN-2020: Perform Duties as a Cash Collection Agent

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Cash Collection Agent, Food Service Specialist

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a safe, cash box, appropriate NAVMC forms, administrative supplies and personnel.

STANDARD: To ensure proper safeguard of government funds from point of sale to turn-in.

PERFORMANCE STEPS:
1. Maintain appointment letter.
2. Assign primary and alternate Authorized Custodians.
3. Issue NAVMC form 10298 (Cash Meal Payment Sheets) to Authorized Custodian.
4. Receive monies from Authorized Custodian.
5. Validate amounts against NAVMC Form 10298.
6. Prepare disbursement form for money turn-in.
7. Maintain files.

REFERENCES:
1. MCO P10110.14 Food Service SOP

3381-ADMN-2021: Prepare Product Quality Deficiency Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Operations Chief, Mess Hall Manager, Property Chief, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service office environment, given unsatisfactory material data, quality deficiency data on food service equipment, and forms.

STANDARD: To ensure unsatisfactory material is properly accounted for and disposed of appropriately.

PERFORMANCE STEPS:
1. Evaluate condition of subsistence/equipment to determine status.
2. Prepare forms accurately.
3. Submit documents to higher headquarters.

REFERENCES:
1. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
2. MCO P4200.15 Marine Corps Purchasing Procedures Manual

3381-ADMN-2022: Compute Daily Menu Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 3381

BILLETS: Chief Cook, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, a menu, subsistence requirements, food service personnel, Armed Forces Recipe Service, number of personnel to feed, and appropriate forms.

STANDARD: To ensure detailed instructions are provided to personnel for each food items.

PERFORMANCE STEPS:
1. Review the master menu, MCFMIS menu, Armed Forces Recipe Service, acceptability factors, and number of personnel to feed.
2. Use past meal data to forecast menu requirements.

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.35C Menu Standards
4. MCO P10110.42B AFRS, April 1999
5. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
6. NAVMED P-5010 Navy Preventive Medicine Manual

3381-ADMN-2023: Prepare Production Worksheets

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, menu, subsistence requirements, food service personnel, Armed Forces Recipe Service, number of personnel to feed, list of leftovers from previous meal, and appropriate forms.

STANDARD: To ensure detailed instructions are provided to food service personnel for each food item.

PERFORMANCE STEPS:
1. Assemble Production Worksheet, Pull Sheets, Armed Forces Recipe Service, acceptability factors, and number of personnel.
2. Fill out the Production Worksheet.
3. List any special instructions, batches, early chows, late chows, duty rations, time, and number of personnel fed.
4. Ensure leftover food items are properly utilized.
5. Decrease actual menu items by the amount of leftovers.
6. Ensure 100% utilization of prepared food products.

REFERENCES:
1. MCFMIS SOP
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.14 Food Service SOP
4. MCO P10110.17C MC Nutrition and Menu Planning Manual
5. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
6. MCO P10110.35C Menu Standards
7. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's

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3381-ADMN-2024: Prepare Subsistence Requisition Form

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative office equipment and food service requirements.

STANDARD: To ensure all required food items are available to support the master menu.

PERFORMANCE STEPS:
1. Use the master menu to review the requirements needed to support the master menu.
2. Apply past usage data to estimate the number of personnel to be fed.
3. Prepare applicable NAVMC requisitioning form/MCFMIS Purchase Order Requirement for quantities of subsistence items required to support that specific consumption period.
4. Enter all requisitions/Vendor Order into MCFMIS or on to a locally drafted consolidation worksheet.
5. Enter the menu into the computer.
6. Enter the number of personnel to feed for each meal.
7. Enter the number of consumption days to be included in the requisition.
8. Add the various requisitions and obtain a grand total for each item.
9. Transfer the quantities/items from the computer to the Appropriate MAVMC forms or import into STORES Web.

REFERENCES:
1. MCFMIS SOP
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program

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3381-ADMN-2025: Adjust Recipe Portions/Batches

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: Chief Cook, Field Mess Manager, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given office equipment, MCFMIS program, recipes, projected number of portions, and conversion charts.

STANDARD: To ensure adequate food items are prepared and waste is kept to a minimum.

PERFORMANCE STEPS:
1. Determine number of portions to prepare.
2. Use menu scaled recipes to match portions on the Production Guide.
3. Determine the number of batches to prepare.
4. Input numbers into the computer.
5. Use the proper conversion to adjust numbers.

REFERENCES:
1. MCFMIS SOP
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.17C MC Nutrition and Menu Planning Manual
4. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
5. MCO P10110.35C Menu Standards
6. MCO P10110.43 Armed Forces Recipe Service Index of Recipes

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3381-ADMN-2026: Prepare Daily Food Cost Analysis

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, food cost analysis form, supporting documents, office equipment, and calculator.

STANDARD: To ensure complete accuracy.

PERFORMANCE STEPS:
1. Record all issues from the Item Issue List with the cost analysis.
2. Record all receipts from the daily invoices/requisitions/receipts on to the cost analysis.
3. Record all personnel fed from the daily Man-Day Fed Report on to the cost analysis.
4. Compile the cost analysis.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP

3381-ADMN-2027: Manage Subsistence Issue Receipts

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: Field Mess Manager, MCFMIS Operator, Mess Hall Manager, Subsistence Chief, Subsistence Supply Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, SIR/Pull Sheet, subsistence items, and STORES Web Catalog access.

STANDARD: To ensure the total food cost issued for the day.

PERFORMANCE STEPS:
1. Fill out all applicable information on each SIR/Pull Sheets.
2. Note category on each form (meats, dairy, frozen, etc).
3. Obtain initials from receiving person for issues.
4. Enter issues for the day into MCFMIS Issue Item program.

5. Sign each form following the days business certifying issues.
6. Save and update inventory levels within MCFMIS.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP

3381-ADMN-2028: Conduct Subsistence Inventory

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: Subsistence Chief, Subsistence Supply Clerk

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service office environment, given a subsistence storage area, Logistics Application of Automated Markings and Reading Symbols labeled subsistence, and LOGMAR/MCFMIS.

STANDARD: To ensure MCFMIS hardware is operated properly.

PERFORMANCE STEPS:
1. Identify 2 inventory individuals as a control measure.
2. Conduct a physical inventory of all subsistence items.
3. Compare inventory results.
4. Conduct additional inventory to correct discrepancies.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP

3381-ADMN-2029: Maintain Man-Day Fed Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: Field Mess Manager, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service office environment, given Man-Day Fed Report, Meal Signature Sheets, Cash Meal Payment Sheets and MCFMIS program.

STANDARD: Ensure accuracy, daily, monthly, and quarterly on Man-Day Fed Report.

PERFORMANCE STEPS:
1. Record on the Meal Verification Record/Point of Sales the meal period and category of personnel fed.
2. Record on Cash Meal Payment Sheets the meal period and type of personnel fed.
3. Compute applicable conversion factors by meal type.
4. Identify inventory percentage.
5. Identify cost to feed requirements.
6. Maintain on file for three years.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MFG MCFMIS Guidelines

3381-ADMN-2030: Prepare a Subsistence Operational Analysis Report/Quarterly Subsistence Financial Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3381

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Technician, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service office environment, given a computer, MCFMIS program, SOAR/QSFR forms, and subsistence accounting data.

STANDARD: Ensure financial documents are prepared accurately.

PERFORMANCE STEPS:
1. Gather all appropriate data to complete the SOAR/QSFR.
2. Check the document(s) for accuracy.
3. Obtain appropriate signatures.
4. Submit the SOAR/QSFR to FSO for approval.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP

3381-CTQA-2100: Conduct a Technical Inspection (TI) of a Food Service System

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given evaluation checklist, and personnel.

STANDARD: To ensure sanitary food preparation and appropriate use of the food service personnel, facilities, and equipment.

PERFORMANCE STEPS:
1. Assign personnel to conduct the evaluation.
2. Review and analyze the evaluation results.
3. Brief commander on problem areas with recommendations for corrective action.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E MC Food Service and Subsistence Program
3. NAVMED P-5010 Navy Preventive Medicine Manual
4. NAVSUP P-421 Navy Food Service SOP

3381-CTQA-2101: Provide Host Nation Support Agreement Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a requirement for a service support agreement, number of personnel and period to be covered.

STANDARD: To ensure all requirements are properly identified.

PERFORMANCE STEPS:
1. Identify requirement.
2. Identify location of agreement.
3. Identify logistical requirements.
4. Provide information to appropriate agency.

REFERENCES:
1. MCO 4200.29 Food Service Contracting
2. OPNAV 4000.84 Interservice and Intragovermental Support Program

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3381-CTQA-2102: Perform Assistant Contracting Officer's Representative (ACOR) Duties

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Technician, Mess Hall Manager

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given contract requirements, administrative supplies, personnel, computer assets and appropriate Orders and Directives.

STANDARD: To ensure contract compliance.

PERFORMANCE STEPS:
1. Obtain contract requirements.
2. Develop inspection schedules.
3. Validate checklists from Quality Assurance Evaluators (QAEs).
4. Consolidate checklists.
5. Submit to COR.
6. Maintain files.
7. Provide sustainment training to QAE's.

REFERENCES:
1. DFARS Defense Federal Acquisition Regulation Supplement
2. FAR Federal Acquisition Regulation
3. MCO 4200.29 Food Service Contracting
4. MCO P10110.14 Food Service SOP
5. NAVCOMPT Navy Comptroller Manual
6. NAVMED P-5010 Navy Preventive Medicine Manual
7. NAVMED P-5010.9 Ground Sanitation
8. NAVSUP P-486 Food Service Operations

3381-CTQA-2103: Perform Quality Assurance Evaluations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: QAE

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given master menus, Armed Forces Recipe Service Index, local/manufacturer's recipes, inspection schedules and inspection checklist.

STANDARD: To ensure that the contractor meets contract requirements.

PERFORMANCE STEPS:
1. Review master menu.
2. Review Statement of Work to determine requirements of contractor.
3. Perform Quality Assurance inspections according to random evaluation schedules.
4. Perform Quality Assurance inspections according to planning evaluation schedules.
5. Inspect the quality of food preparation.
6. Document findings.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.25C B Ration Book
4. MCO P10110.34E MC Food Service and Subsistence Program
5. MCO P10110.35C Menu Standards
6. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
7. MCRP 4-11.8A Food Service Reference Publication
8. NAVMED P-5010 Navy Preventive Medicine Manual
9. NAVMED P-5010.9 Ground Sanitation

3381-EQMT-2200: Embark Field Food Service Equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given equipment, a Unit Density List (UDL), tools, and appropriate containers.

STANDARD: To ensure proper identification/operational condition of equipment.

PERFORMANCE STEPS:
1. Review appropriate publications.
2. Gather appropriate equipment/items, tools and containers.
3. Place equipment/items into appropriate containers.
4. Secure containers.
5. Place appropriate markings on containers.
6. Embark equipment.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCRP 4-11.8A Food Service Reference Publication
3. MCWP 4-1 Logistics Operations
4. SL 3-00446A Tent Maintenance A Frame Type SL3
5. SL 3-08954B Box Shipping (QUAD CON)
6. SL-3-10387A Food Transporter (CAMBRO Model)
7. TM 08955B QUADCON Supplement #1
8. TM 08955C_14_P QUADCON TM

9. TM 09211A-14 Tray Ration Heating System TM
10. TM 10-7360-204-13 Field Range (M-2) TM
11. TM 10-8340-240-12 Tent GP Modular New Type TM

3381-EQMT-2201: Deploy the Field Food Service System (FFSS)

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Service Specialist

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field food service environment, given FFSS, appropriate heavy equipment, applicable tools, water, electrical, and personnel.

STANDARD: To ensure proper operation of the Field Food Service System.

PERFORMANCE STEPS:
1. Select site.
2. Unpack Marine Rapid Deployment Kitchen (MRDK) and FSU.
3. Position on selected site.
4. Connect utilities.
5. Perform safety checks.
6. Clean and sanitize.
7. Disconnect utilities.
8. Separate MRDK and FSU.
9. Repack MRDK and FSU.

REFERENCES:
1. TM 10879A-12 Field Food Service System Technical Manual (Commercial)

3381-EQMT-2202: Operate Tray Ration Heater System (TRHS)

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Specialist

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field food service environment, given TRHS, required logistical supplies, and required tools.

STANDARD: To ensure food service support is provided while sustaining operational condition of TRHS.

PERFORMANCE STEPS:
1. Perform start up procedures.
2. Operate equipment.
3. Perform troubleshooting steps.
4. Perform maintenance and repairs.
5. Complete shut down procedures.

REFERENCES:
1. TM 09211A-14 Tray Ration Heating System TM

3381-EXPD-2300: Perform Preventive Maintenance Checks and Services

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, equipment record jacket, tools, and administrative supplies.

STANDARD: To ensure expeditionary food service equipment is always maintained in an operational state of readiness.

PERFORMANCE STEPS:
1. Open ERO.
2. Perform initial inspection.
3. Identify missing or broken components.
4. Document all work on ERO.
5. Order repair parts utilizing EROSL.
6. Perform repairs.
7. Complete repairs.
8. Close ERO.
9. Document all actions in equipment records jacket.

REFERENCES:
1. TM 10-7360-204-13 Field Range (M-2)TM
2. TM 4700 15H Marine Corps Ground Equip Record Procedures
3. UM 4790-5 Users Manual MIMMS

3381-EXPD-2301: Identify Logistical Requirements in Support of Expeditionary Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, computer assets, calculator, location of exercise, type of exercise, number of personnel and length of exercise.

STANDARD: To ensure all requirements are identified.

PERFORMANCE STEPS:
1. Determine length of operation.
2. Determine number of personnel to be fed.
3. Establish feed plan.
4. Determine food service equipment required.
5. Determine support equipment required.
6. Determine class 9 requirements.
7. Determine transportation requirements.
8. Submit requirements to appropriate agency.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
3. MCRP 4-11.8A Food Service Reference Publication
4. MCWP 4-1 Logistics Operations

3381-EXPD-2302: Manage Equipment Modification Control Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Specialist, MIMMS Clerk

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a Food Service environment, given unit T/E, SL-1/2, PLMS, and unit's publications library.

STANDARD: To ensure equipment operates according to the modification applications.

PERFORMANCE STEPS:
1. Review field mess T/E to determine equipment assigned to the field mess.
2. Review SL-1-2 to determine which modifications are needed per each TAM item assigned.
3. Review Publications library to ensure all applicable MI's are on hand.
4. Verify that all modifications required per each TAM item, are either completed or on order.
5. Ensure that Modifications control forms are properly completed.
6. Ensure all records are properly filed.

REFERENCES:
1. MCO P4790.2 MIMMS Field Procedures Manual
2. TM 4700 15H Marine Corps Ground Equip Record Procedures

3. UM 4790-5 Users Manual MIMMS
4. UM-4400-15 Marine Corps Users Manual

3381-EXPD-2303: Establish an Expeditionary Feeding Site

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given an operation order, personnel, T/E equipment, tools and administrative supplies.

STANDARD: To ensure all operational requirements are satisfied.

PERFORMANCE STEPS:
1. Review the referenced publications.
2. Coordinate required support.
3. Conduct site survey.
4. Brief support plan to affected commodities.
5. Verify support.
6. Establish site.

REFERENCES:
1. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
2. MCO 4200.29 Food Service Contracting
3. MCO P10110.14 Food Service SOP
4. MCO P10110.17C MC Nutrition and Menu Planning Manual
5. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
6. MCO P10110.35C Menu Standards
7. MCO P5090.2A Environmental Protection Manual
8. MCRP 4-11.8A Food Service Reference Publication
9. NAVMED P-5010 Navy Preventive Medicine Manual
10. NAVMED P-5010.9 Ground Sanitation

3381-EXPD-2304: Manage Safety Programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Field Mess Manager, Food Service Specialist, Mess Hall Manager

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a Food Service environment, given a work environment, personnel, equipment, and appropriate references.

STANDARD: To ensure compliance with published safety orders and directives.

PERFORMANCE STEPS:
1. Identify required safety equipment.
2. Ensure protective equipment is available.
3. Implement ORM into unit's daily routine.
4. Provide required safety training.
5. Insure compliance to applicable references.

REFERENCES:
1. 29 CFR 1910.1200 Occupational Safety and Health Standards, Hazard Communication
2. MCO 3500.27B w/Erratum Operational Risk Management (ORM) (May 04)
3. MCO 5100.19 MC Traffic Safety Program (DRIVESAFE)
4. MCO 5100.29A W/CH 1 Marine Corps Safety Program
5. MCO P5100.8F MC Occupational Safety and Health Program
6. NAVMC 2692 Unit Safety Program Management Manual

3381-EXPD-2305: Dismantle an Expeditionary Feeding Site

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given an operation order, personnel, T/E equipment, tools and administrative supplies.

STANDARD: To ensure all government equipment is properly maintained and recovered.

PERFORMANCE STEPS:
1. Determine logistical requirements.
2. Submit requirements to appropriate agency.
3. Determine ENDEX operations.
4. Determine ENDEX subsistence turn-in/disposal procedures.
5. Dismantle feeding site.
6. Embark T/E equipment.
7. Retrograde.

REFERENCES:
1. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
2. MCO 4200.29 Food Service Contracting
3. MCO P10110.14 Food Service SOP
4. MCO P10110.17C MC Nutrition and Menu Planning Manual
5. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
6. MCO P10110.35C Menu Standards
7. MCO P5090.2A Environmental Protection Manual
8. MCRP 4-11.8A Food Service Reference Publication

9. NAVMED P-5010 Navy Preventive Medicine Manual
10. NAVMED P-5010.9 Ground Sanitation

3381-EXPD-2307: Operate the M-1959 Field Range Outfit

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 6 months

BILLETS: Field Mess Manager, Food Service Specialist

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In food service environment, given a M-1959 Field Range, M2 Burner, Accessory Pack, appropriate subsistence and logistical supplies.

STANDARD: Ensuring personnel operate M-1959 Field Range in accordance with operating instructions.

PERFORMANCE STEPS:
1. Inspect to ensure outfit is SL-3 complete.
2. Perform pre-operational checks and services on M2 Burner.
3. Verify the serviceability of the cabinet.
4. Perform start-up procedures.
5. Prepare food items.
6. Perform after operations checks and services.

REFERENCES:
1. TM 10-7360-204-13 Field Range (M-2) TM

3381-EXPD-2308: Repair Field Food Service Equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Specialist

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, applicable maintenance management forms, office supplies and tools.

STANDARD: Ensuring Field Food Service Equipment is repaired to an operable level, utilizing user level maintenance operations.

PERFORMANCE STEPS:
1. Review all applicable technical publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Initiate appropriate MIMMS paperwork.

5. Perform trouble shooting test sequence.
6. Evacuate equipment if repairs are beyond operator level maintenance.
7. Update equipment record jackets.
8. Verify proper storage.

REFERENCES:
1. SL 3 10879A Field Food Service System (FFSS) Inventory Listing SL-3
2. SL-3-10387A Food Transporter (CAMBRO Model)
3. TM 09211A-14 Tray Ration Heating System TM
4. TM 10-7360-204-13 Field Range (M-2)TM
5. TM 10757A-12 Food Transporter Parts List & Instructions
6. TM 4700 15H Marine Corps Ground Equip Record Procedures
7. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary
8. UM 4790-5 Users Manual MIMMS

3381-FDPR-2400: Perform Duties as Chief Cook

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Chief Cook, Food Service Specialist

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given food production equipment, subsistence items, master menu, Armed Forces recipe Service, administrative supplies, and personnel.

STANDARD: To ensure proper compliance with applicable orders and directives.

PERFORMANCE STEPS:
1. Enter information on the Cook's Worksheet/Menu.
2. Obtain subsistence.
3. Determine substitutions as required.
4. Conduct pre-meal brief.
5. Supervise meal production.
6. Monitor sanitation.
7. Monitor serving of food items.
8. Conduct post-meal brief.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
4. MCO P10110.35C Menu Standards
5. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
6. NAVMED P-5010 Navy Preventive Medicine Manual
7. NAVMED P-5010.9 Ground Sanitation

3381-FDPR-2401: Decorate Cakes

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Food Service Specialist

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given equipment, ingredients, cooking utensils and recipes.

STANDARD: To ensuring proper procedures for cake decorating are performed.

PERFORMANCE STEPS:
1. Assemble equipment decorating tips etc.
2. Assemble ingredients.
3. Make appropriate decorations.

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Preventive Medicine Manual

3381-GARR-2500: Conduct a Menu Planning Board

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Technician

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service environment, given command representatives, current master menu, nutritional information, patron information, financial information, administrative supplies and computer assets.

STANDARD: To ensure the development of a nutritionally and financially sound master menu.

PERFORMANCE STEPS:
1. Set menu objectives.
2. Assign board members.
3. Conduct menu planning board.
4. Implement changes as required.

REFERENCES:
1. MCO P10110.14 Food Service SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.35C Menu Standards

4. MCO P10110.42B AFRS, April 1999
5. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
6. NAVMEDINST 10110.1 Nutrition Allowance, Standards, and Education

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3381-GARR-2501: Adhere to Serv-Safe Principles

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Chief Cook, Food Service Specialist, Food Technician, Mess Hall
Manager

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, and
equipment.

STANDARD: To ensure food products are prepared in accordance with sanitation
standards.

PERFORMANCE STEPS:
1. Obtain certification.
2. Identify requirements.
3. Develop Serv-Safe plan.
4. Implement Serv-Safe plan.
5. Take corrective action as required.

REFERENCES:
1. ServSafe

3381-GARR-2502: Adhere to Hazard Analysis Critical Control Point (HACCP)
Principles

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Chief Cook, Food Service Specialist, Food Technician, Mess Hall
Manager

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given administrative supplies, and
equipment.

STANDARD: To ensure food products are prepared in accordance with sanitation
standards.

PERFORMANCE STEPS:
1. Obtain certification.

2. Identify requirements.
3. Develop HACCP plan.
4. Implement HACCP plan.
5. Take corrective action as required.

REFERENCES:
1. HACCP Hazard Analysis and Critical Control Point

3381-SUBS-2600: Prepare Subsistence Inventory Adjustment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

BILLETS: Mess Hall Manager, Subsistence Chief

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service office environment, given office equipment, MCFMIS program and subsistence inventory.

STANDARD: To ensure inventory is maintained with 100% accuracy.

PERFORMANCE STEPS:
1. Complete the physical end of accounting period subsistence inventory.
2. Record the words "Inventory Adjustment" in type of transaction column.
3. Adjust accountable balance column to reflect the adjustment.
4. Prepare a Commanding Officer Letter of Adjustment for any discrepancies in accountable balance.
5. Prepare the physical end of accounting period subsistence inventory.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. UM-4400-15 Marine Corps Users Manual

3381-SUBS-2601: Prepare a Subsistence Operational Analysis Report (SOAR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Food Service Operations Chief, Food Technician, Mess Hall Manager, Subsistence Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, SOAR forms, subsistence accounting data, related documentation and administrative office supplies.

STANDARD: To ensure 100% correct submission of financial documents.

PERFORMANCE STEPS:
1. Gather appropriate data.
2. Complete/print SOAR.
3. Check for accuracy.
4. Obtain appropriate signature for SOAR.
5. Submit completed SOAR to appropriate authority.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MCRP 4-11.8A Food Service Reference Publication

3381-SUBS-2602: Prepare a Quarterly Subsistence Financial Report (QSFR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Technician, Subsistence Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, QSFR forms, subsistence accounting data, related documentation and administrative office supplies.

STANDARD: To ensure 100% correct submission of financial documents.

PERFORMANCE STEPS:
1. Gather appropriate data.
2. Complete/print QSFR.
3. Check for accuracy.
4. Obtain appropriate signature for QSFR.
5. Submit completed QSFR to appropriate authority.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MCRP 4-11.8A Food Service Reference Publication

3381-SUBS-2603: Perform Duties as a Subsistence Chief

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a food service office environment, given an automated food management program.

STANDARD: To ensure accurate management and accountability of food service subsistence.

PERFORMANCE STEPS:
1. Compile/record all Blanket Purchase/Contract orders into a pending file.
2. Compile/record all delivery transactions into a completed file.
3. Update and close out files, as necessary.
4. Maintain files as required.

REFERENCES:
1. MCFMIS SOP
2. MCO P4200.15 Marine Corps Purchasing Procedures Manual

3381-SUBS-2604: Forecast Subsistence Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: Chief Cook, Field Mess Manager, Food Service Specialist, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given office equipment, a requirement, frequency chart, data pertaining to historical requirements, and information regarding anticipated requirements.

STANDARD: Ensure historical requirements and data regarding anticipated subsistence requirements is reviewed.

PERFORMANCE STEPS:
1. Coordinate information on troop flow.
2. Estimate number of people to feed.
3. Determine for which meals you are ordering.
4. Obtain a copy of the master menu.
5. Obtain copies of Armed Forces Recipe Cards.
6. Take inventory of subsistence items on hand in the dining facility.
7. Check list for same items on incoming requisitions.
8. Utilize subsistence requisition forms.
9. Put requirements on requisition forms.
10. Ensure requisitions get to the Food Service Office.

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.17C MC Nutrition and Menu Planning Manual

4. MCO P10110.34E MC Food Service and Subsistence Program
5. MCO P10110.35C Menu Standards

3381-SUBS-2605: Maintain Requisitions Files

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 3381

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Technician, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given a computer, MCFMIS program, requisitions, directives, filing cabinets, and filing materials.

STANDARD: Ensure filing will be accurate, complete, and current.

PERFORMANCE STEPS:
1. Compile all 1348's, subsistence requisitions, Order Summary Reports into pending, due-in, and cancellation files.
2. Record all 1348's, subsistence requisitions, Order Summary Reports into pending, due-in, and cancellation files.
3. Update and close out files.
4. Maintain files.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP

3381-SUBS-2606: Maintain Purchase and Delivery Files

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 3381

BILLETS: Field Mess Manager, Food Service Operations Chief, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given purchase orders, delivery invoices, and filing materials.

STANDARD: Ensure that files are accurate, complete and current.

PERFORMANCE STEPS:
1. Compile/record all Blanket Purchase/Contract orders into a pending file.
2. Compile/record all delivery transactions into a completed file.
3. Update and close out files.
4. Maintain files.

REFERENCES:
1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MFG MCFMIS Guidelines

3381-SUBS-2607: Adjust Recipes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: Chief Cook, Field Mess Manager, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given office equipment, MCFMIS program, calculator, recipes, and portions to prepare.

STANDARD: To ensure sufficient quantities of food are prepared.

PERFORMANCE STEPS:
1. Utilize the armed Forces Recipe Service.
2. Determine the number of portions to prepare.
3. Determine the number of batches to prepare.
4. Utilize the proper conversion to increase or decrease portions.

REFERENCES:
1. MCFMIS SOP
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.14 Food Service SOP
4. MCO P10110.14 Food Service SOP
5. MCO P10110.17C MC Nutrition and Menu Planning Manual

3381-SUBS-2608: Determine Substitutions for Subsistence Items

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: Chief Cook, Field Mess Manager, Food Service Operations Chief, Mess Hall Manager, Subsistence Chief

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given office equipment, information pertaining to non-availability of specific items, references, authority, and current inventory.

STANDARD: Ensure identification of comparable items in excess of authorized inventory levels.

PERFORMANCE STEPS:
1. Request menu change from FSO.
2. Implement substituted subsistence items.
3. Review the Master Menu.
4. Check current on-hand inventory levels.

REFERENCES:
1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
4. MCO P10110.35C Menu Standards
5. MCO P10110.43 Armed Forces Recipe Service Index of Recipes

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3381-SUBS-2609: Prepare Subsistence Issue Receipts/Pull Sheets

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: MCFMIS Operator, Subsistence Chief, Subsistence Supply Clerk

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service office environment, given a computer, MCFMIS program, subsistence requirements, appropriate forms, stock list, price list, menu, calculators, and subsistence inventory.

STANDARD: Ensure certification of the total cost issued/received for thr day.

PERFORMANCE STEPS:
1. Record all issue/receipt quantities to a 1348/subsistence requisition forms/ISSUE program.
2. Record date and organization of issue/receipt transactions.

REFERENCES:
1. MCFMIS SOP
2. MFG MCFMIS Guidelines

3381-SUBS-2610: Manage Purchase Orders

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 3381

BILLETS: Field Mess Manager, MCFMIS Operator, Mess Hall Manager, Subsistence Chief, Subsistence Supply Clerk

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service environment, given office equipment, purchase order forms, references, MCFMIS program, vendor orders, and requirements.

STANDARD: Ensure vendor orders are prepared accurately.

PERFORMANCE STEPS:
1. Compile subsistence items needed to support the master menu.
2. Record quantities on 1348's/purchase order forms/Orders.
3. Review the status of purchase orders.

REFERENCES:
1. MCFMIS SOP
2. MFG MCFMIS Guidelines